University of New Mexico-Taos
Certificate in Business Computers

The Business Computer Certificate Program consists of hands-on laboratory training to prepare students for employment in Northern New Mexico as well has to provide a basis for further study. Key industrial and governmental employers in the area have endorsed our program. The program emphasizes up-to-date PC applications that are used in a business office environment. The Internet is also an integral part of the Business Computer Certificate program. The curriculum for the Business Computer Certificate requires 30 hours of classroom instruction consisting of 7 three-hour core courses (21 hours) and 3 three-hour electives (9 hours). Students may choose from electives to expand their knowledge of the Internet or to develop basic computer applications skills. As an alternative, students may choose electives from the Computer Technology Program core courses to gain valuable cross-platform instruction. Minimum proficiency in Math and English is also required. **UNM-Taos reserves the right to make necessary changes as needed.** *Students should consult withan advisor prior to enrollment.*

Required Courses	**21 credit hours**
Computer Technology (*CT*) 102 Introduction to Microcomputers **OR** Computer Technology *(CT)* 125 Introduction To The Macintosh Computer Technology (*CT*) 106L Microsoft Word Computer Technology (*CT*) 107L Microsoft Excel Computer Technology (*CT*) 108L Introduction to Microsoft PowerPoint **OR** Office & Business Technology (OBT) 260 Desktop Publishing and Presentations Computer Technology (*CT*) 130L Office 365 Computer Technology (*CT*) 207L QuickBooks Business Computer Information Systems (*BCIS*) 1110 Introduction to Information Systems	
Electives	**9 credit hours**
Choose 9 credits from the following: Any BSTC, MGMT, OBT, CT, CS or First Year Experience (*FYEX*) 1110 Introduction to Higher Education and UNM	

TOTAL CREDIT HOURS REQUIRED: 30