



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 as 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 with an 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
<i>Choose 9 credits from the following:</i> Any BSTC, MGMT, OBT, CT, CS or First Year Experience (FYEX) 1110 Introduction to Higher Education and UNM	

TOTAL CREDIT HOURS REQUIRED: 30

**University of New Mexico Taos
Certificate in Business Computers**

CATALOG YEAR: _____

NAME: _____ BANNER ID: _____ PROGRAM ENTRY DATE: _____
SEMESTER/YEAR

Required Courses – 21 credit hours

Course	Course Title	Credit Hours	Grade	Semester	Course Taken	School course taken at:
CT 102 or 125	Intro to Microcomputers or Intro to Macintosh	3				
CT 106L	Microsoft Word	3				
CT 107L	Microsoft Excel	3				
CT 108L or OBT 260	Introduction to Microsoft Powerpoint or Desktop Publishing and Presentations	3				
CT 130L	Office 365	3				
CT 207L	Quickbooks	3				
BCIS 1110	Introduction to Information Systems	3				

Substitution Course: Indicate with an asterisk (), the course that is being substituted, if there is a substitute. _____
Subject Code Course Number Course Name

Electives – 9 credit hours

Course	Course Title	Credit Hours	Grade	Semester	Course Taken	School course taken at:
		3				
		3				
		3				

Substitution Course: Indicate with an asterisk (), the course that is being substituted, if there is a substitute. _____
Subject Code Course Number Course Name

TOTAL CREDIT HOURS REQUIRED: 30

Student Signature

Date

Academic Advisor Signature

Date