University of New Mexico-Taos
Certificate in Business Computers

The Business Computers Certification program provides basic computer application skills commonly used in the workplace. Students will learn about computer hardware and software, operating systems, word processing, spreadsheet, presentation, email, scheduling, internet use and introductory database management. Business management and other courses are available. Computer skills are essential and can be applied in a business, education, and any professional environment.

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
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 credit hours from the following:
Any BSTC, BUSA, MGMT, OBT, CT, CS or First Year Experience (*FYEX*) 1110 Introduction to Higher Education and UNM.

TOTAL CREDIT HOURS REQUIRED: 30