DEKALB TECHNICAL COLLEGE

Clarkston Campus and Covington Campus

BUSINESS COMPUTER APPLICATIONS
TECHNICAL CERTIFICATE OF CREDIT

The Business Computer Applications Technical Certificate of Credit Program prepares students for employment in a variety of positions in today's automated offices. The program provides learning opportunities that introduce, develop, and reinforce academic and occupational knowledge, skills, and attitudes required for job acquisition, retention, and advancement. The program provides opportunities to upgrade present knowledge and skills or to retrain in the area of business and office technology.

Course Number	Course	Class Hours	Lab Hours	Total Hours	Credit Hours	Prerequisite/Corequisite
BUS 105	Database Fundamentals	10	40	50	3	*, SCT 100
BUS 108	Word Processing	40	60	100	7	BUS 101
BUS 202	Spreadsheet Fundamentals	10	40	50	3	MAT 111, SCT 100
MAT 111	Business Mathematics	50	0	50	5	*
SCT 100	Introduction to Microcomputers	10	40	50	3	
	TOTAL	120	180	300	21	

*Program admission level English, reading, and/or math competency required.

CIP CODE: 11.060101 **MAJOR CODE: UL01** **REQUIRED CREDIT HOURS: 21** **10/07**

The curriculum is subject to change to meet changing conditions. As set forth in its catalog, DeKalb Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, veteran status, or citizenship status (except in those special circumstances permitted or mandated by law).

COURSE DESCRIPTIONS

BUS 105 - DATABASE FUNDAMENTALS (3)
Prerequisites: Program Admission; SCT 100 with minimum grade of "C"
Emphasizes use of database management software packages to access, manipulate, and create file data. Topics include: data entry, data manipulation and updating, data access, database creation, and sort and print functions for file documentation.

BUS 108 - WORD PROCESSING (7)
Prerequisites: BUS 101 with minimum grade of "C"
Emphasizes an intensive use of word processing equipment to create and revise mailable documents or reports from rough draft copy and straight copy. Topics include: proper maintenance and usage of equipment and supplies, work area management, competency in one or more software packages, and productivity.

BUS 202 - SPREADSHEET FUNDAMENTALS (3)
Prerequisites: SCT 100 **and** MAT 111 with minimum grade of "C"
Provides instruction in the use of electronic spreadsheet software packages in simple business applications. Students become proficient in creation and modification of spreadsheets. Topics include: entering textual and numerical data in row/column relationships, editing and deleting entries, making computations through the use of formula and/or logic functions, and creation of spreadsheets.

MAT 111 - BUSINESS MATHEMATICS (5)
Prerequisite: Approved admission level math score **or** completion of MAT 097 with a grade of "S"
Emphasizes mathematical concepts found in business situations. Topics include: basic mathematical skills, mathematical skills in business-related problem solving, mathematical information for documents, graphs, and mathematical problems using electronic calculators.

SCT 100 - INTRODUCTION TO MICROCOMPUTERS (3)
Introduces the fundamental concepts and operations necessary to use microcomputers. Emphasis is placed on basic functions and familiarity with computer use. Topics include: computer terminology, introduction to the Windows environment, introduction to networking, introduction to word processing, introduction to spreadsheets, introduction to databases, and introduction to presentation graphics.

ESTIMATED PROGRAM COSTS

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Tuition/Fees.....$980.00
Books/Supplies.....279.00
Total Cost* **$1,259.00**

* Based on two quarters

Tuition/fees and cost of books/supplies are estimates only and are subject to change without notice. Tuition is based on Georgia residency.
10/07