

Business Communications & Technology Essentials Certificate

START
HERE



Milestone Courses



Should be taken in the order shown. This will help you stay on track and graduate on time.

Semester 1

Course Number	Course Name	Credits	Milestone	Completed
CIS 1260	Business Communications and Technology	3		<input type="checkbox"/>

Total Credits: 3

Semester 2

Course Number	Course Name	Credits	Milestone	Completed
CIS 1230* 	Business Presentations: PowerPoint	3		<input type="checkbox"/>
CIS 1700* 	Project Management Software Tools	3		<input type="checkbox"/>

Total Credits: 6

Program Credit Total: 9

FINISHED

Helpful Hints

-CIS 1230: Knowledge of the keyboard is recommended for this course

-CIS 1260: Recommended: Completion of ENGL 1201 College Writing I and CIS 1101 Business Computer Systems I

-This certificate is not covered by Financial Aid due to its limited number of credits.

Effective Fall 2024



Disclaimer: This roadmap represents one possible pathway through the program, so please make an appointment with your Academic Advisor to create an education plan that is customized to meet your needs. This information subject to change.

 Leaf/Dagger (†) means the class is only offered Fall semester.  Flower/Asterisk (*) means the class is only offered Spring Semester.