

Fort Scott Community College  
Department of Business

**Recommendations for Students interested in the Business Computer Certificate**

This sheet may be printed and used as a check off list of classes to be taken.

**Business Computer Certificate**

<b>Semester 1</b>	Hours
Word Processing I	3 _____
Keyboarding II	3 _____
Business Math	3 _____
Principles of Accounting	3 _____

**Semester 2**

Word Processing II	3 _____
Spreadsheet Applications	3 _____
Business Communications	3 _____
Automated Accounting	3 _____
Micro Applications I	3 _____

**Semester 3**

Personal Computing	3 _____
Employee Human Relations	3 _____
Micro Applications II	3 _____
Business Elective	3 _____

Total 39

**NOTES**

While we do suggest these classes we recognize that a student may take classes in different semesters, use caution, some classes may need to be taken in a specific order.

Some classes may be taken during the summer or through intersession classes.

**Students wishing to receive an Associate of Applied Science Degree will need to meet the required General Education courses outlined in the catalog.**