

Business Microcomputer Applications (BMA)

This program is undergoing review and is not currently accepting new students.

THE CERTIFICATE: Business Microcomputer Applications

THE PROGRAM: provides a comprehensive introduction to microcomputer use in business or medical records management. Includes hands-on experience with office automation software tools.

YOUR NEXT STEP: employment in a variety of business and medical office settings or continuation in an associate degree with a business or allied health emphasis.

REQUIRED COURSES	CREDITS
ADM 106 Keyboarding for Information Processing.....	1
BUS 105 Personal Financial Literacy, or MAT 090 Basic Mathematics Skills.....	3
BUS 111 The Contemporary Business World.....	3
CIS 140 Microcomputer Software Tools I.....	3
CIS 141 Microcomputer Software Tools II.....	3
CIS 145 Relational Database Design and Application.....	3
ENG 101, 103, or 105 English Composition I.....	3
General Elective.....	3
Program Electives (any ACC, ADM, BUS, CIS, or ECO course, which may include up to 3 credits of COE that must be related to program major) ^①	6
TOTAL	28

① Those interested in medical may take ADM 122, Medical Terminology; those interested in legal may take BUS 155, Business Law; and those interested in real estate may take BUS 119, Principles of Real Estate as electives in this program.

PROGRAM COORDINATORS

Dr. Thomas R. Simmons, Office: E132F, (413) 775-1482, email: simmonst@gcc.mass.edu

Computer Assisted Bookkeeping (CAB)

This program is undergoing review and is not currently accepting new students.

THE CERTIFICATE: Computer Assisted Bookkeeping

THE PROGRAM: develops business math and English skills, provides an understanding of business organization and practices, and includes extensive hands-on experience with manual and computerized bookkeeping.

YOUR NEXT STEP: this two-semester program is designed to prepare students for entry-level bookkeeping positions with local businesses, professional offices, or CPA firms.

REQUIRED COURSES	CREDITS
ACC 121 Principles of Financial Accounting I.....	4
ACC 122 Principles of Financial Accounting II.....	4
ADM 106 Keyboarding for Information Processing.....	1
BUS 105 Personal Financial Literacy.....	3
BUS 111 The Contemporary Business World.....	3
CIS 140 Microcomputer Software Tools I.....	3
CIS 145 Relational Database Design and Application.....	3
General Elective.....	3
ENG 101, 103, or 105 English Composition I.....	3
TOTAL	27

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