

Computer Applications Certificate

Are you ready to link to better job opportunities?

This Riverland program is ideal for students who are interested in pursuing office work or have an established work record in a business office and are interested in updating and/or enhancing computer skills. Your training will focus on operating systems/environments, word processing, spreadsheets, database management, presentation graphics, and Internet access. This "[Laptop Advantage](#)" program also provides hands-on training with computer equipment and software you are likely to use in the workplace.

Employment Outlook

Your Computer Applications Certificate will be a terrific asset in your chosen career.

Related Programs

- Desktop Publishing (Certificate)



Degree Type: Certificate (CERT)

Location: Albert Lea

Program Starts: Fall

Laptop Advantage Program

Total Credits: 19 Credits

Course Plan: One Year

Program Costs:

Number of Credits: 20

Tuition per credit: \$162.00

Estimated Total Tuition Cost:
\$3,240.00

Additional Costs

Other required costs: \$816

Books: \$525

Faculty & Advisors

Melissa Diegnau

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Computer Applications Program Curriculum

Required Core Courses (19 Credits)

Crs ##	Name
BUSO1620	Introduction to Computer
BUSO1621	Keyboarding Skillbuilding I
BUSO1647	Word Processing (Wordperfect)
BUSO1648	Word Proceisng (Word)
BUSO2634	Database Concepts and Applications
BUSO2637	Spreadsheet Cpts/Apps
BUSO2688	Presentation Graphics Concepts/Applications
BUSO2690	Desktop Publishing Concepts/Applications

Electives (1 Core Credit Needed)

Crs ##	Name	Credits
BUSO1604	Keyboarding I	3
BUSO1607	Keyboarding Basics	1
BUSO1608	Proofreading	1
BUSO1616	Keyboarding II	3
BUSO1623	Integrated Office Skills I	3
BUSO1625	Business Communication I	3
BUSO1627	Machine Transcription I	3
BUSO1630	Office Procedures	3
BUSO1650	Business Communications II	3
BUSO1660	Anatomy & Physiology/Disease Conditions	3
BUSO1663	Medical Office Procedures	3
BUSO1664	Medical Account Management	3
BUSO1666	Medical Transcription I	3
BUSO1667	Medical Transcription II	3
BUSO1668	Medical Terminology	2
BUSO1670	Applied Medical Terminology	2
BUSO1677	Legal Terminology	3
BUSO1679	Essentials of Business Law	2
BUSO1680	Legal Document Processing	2
BUSO1681	Legal Applications I	3
BUSO1682	Legal Applications II	3
BUSO1684	Legal Transcription	3

BUSO1685	Legal Transcription II	3
BUSO1686	Cyber Legal Document Production	3
BUSO1690	Business Math Concepts	2
BUSO2604	Advanced Legal Practices	2
BUSO2606	Office Calculators/Maths	1
BUSO2609	Windows	2
BUSO2611	Internship or BUSO2612 Internship (2cr) or BUSO2613 Internship (3cr) or BUSO2614 Internship (4cr)	1
BUSO2622	Keyboarding Skillbuilding II	1
BUSO2624	Integrated Office Skills II	3
BUSO2628	Machine Transcription II	2
BUSO2631	Applied Medical Coding	3
BUSO2640	Principles of Bookkeeping	2
BUSO2644	Office Supervision and Management	3
BUSO2645	Records Management	2
BUSO2670	Medical Transcription III	3
BUSO2675	Legal Research	3