

Business Software and Administrative Management Certificate

18 Credits

The Business Software and Administrative Management Certificate is for the student who wants to extend their skills to position themselves for a job upgrade or promotion. Completion of several software courses in this program prepare students to successfully complete testing for industry-recognized specialized certificates. Students will also be introduced to management coursework focused on a rapidly changing business environment.

Required Courses – 18 Credits

BUSN 1201	Information Technology Concepts and Business Software 1	3 cr
BUSN 1220	Business Problem Solving Analyzing - Excel	3 cr
BUSN 1230	Access: Information Management	3 cr
BUSN 1240	Word: Document Processing	3 cr
BUSN 2155	Legal Environment of Business	3 cr
BUSN 2300	Principles of Management	3 cr

Other Certificate Requirements

- Earn a minimum cumulative grade point average (GPA) of 2.0 for college-level coursework (courses numbered 1000 and above) completed at Normandale.
- Earn at least one third of the required certificate credits from Normandale.