

# APPLICATION FUNDAMENTALS, CERTIFICATE OF TECHNICAL STUDIES

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This program is designed to provide students with the skills and training necessary to sit for and successfully complete a variety of entry-level Microsoft certifications. These certifications will enable students to gain employment in IT and Business Administrative fields. According to Microsoft, on average, certified employees earn 15% more than those without a certification, are nearly 20% more productive, and have longer tenure.

Code	Title	Hours
<b>Major Courses</b> <sup>1</sup>		
BUSN 1150	Survey of Microcomputer App	3
BUSN 1175	Customer Service,Sales,Skills	3
BUSN 1600	Word Processing	3
BUSN 1610	Spreadsheets	3
BUSN 1620	Presentations	3
BUSN 1630	Databases	3
BUSN 1640	DataTasking,Email,Collab	3
BUSN 2600	Advanced Word Processing	3
BUSN 2610	Advanced Spreadsheets	3
<b>Total Hours</b>		<b>27</b>

<sup>1</sup> Must earn a grade of "C" or better