

# WORD PROCESSING, 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 Microsoft Word 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 <sup>1</sup></b>		
BUSN 1150	Survey of Microcomputer App	3
BUSN 1175	Customer Service,Sales,Skills	3
BUSN 1600	Word Processing	3
BUSN 2600	Advanced Word Processing	3
Selective two BUSN electives		6
<b>Total Hours</b>		<b>18</b>

<sup>1</sup> Must earn a grade of "C" or better in each major course

## BUSN Electives

Code	Title	Hours
BUSN 1100	Introduction to Business	3
BUSN 1330	Personal Finance	3
BUSN 1530	Retailing	3
BUSN 1610	Spreadsheets	3
BUSN 1620	Presentations	3
BUSN 1630	Databases	3
BUSN 1640	DataTasking,Email,Collab	3
BUSN 2100	Management	3
BUSN 2400	Business Communication	3
BUSN 2610	Advanced Spreadsheets	3
BUSN 2620	Advanced Databases	3
BUSN 2630	MS Windows OS Fundamentals	3
BUSN 2640	Networking & Security Fund.	3
BUSN 2650	Web Development Fundamentals	3
BUSN 2660	Software Dev Fundamentals	3
BUSN 2670	Config. & Supporting Windows	3