



Summer 2017

Business Applications Specialist Certificate 60 Credits

This certificate program provides students an opportunity to develop essential business skills. Earning a Business Applications Specialist certificate provides students with the educational background and skills to help secure employment as an office worker in an entry-level position. These credits can be applied to any Business Technologies and Administrative Careers degree program. Students in this program must complete each class with a grade of 2.0 or higher.

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Dept./No.	Course Title	Credits
BTAC 100	Fundamentals of Computers	5
# BTAC 110	Business Math Applications	5
BTAC 112	Beginning Word	5
#*BTAC 130	Business Correspondence	5
BTAC 132	Business Communication Applications	5
BTAC 150	Introduction to Windows	5
BTAC 162	Introduction to Excel	5
BTAC 184 or	Internet and Basic Web Design or	
IT 206	Front-End Web Development	5
BTAC 185	Introduction to Microsoft Access	5
# BTAC 250	Office Relations and Procedures	5
# CMST 100 or	Fundamentals of Oral Communication or	
CMST& 210 or	Interpersonal Communication or	
CMST& 220 or	Public Speaking or	
CMST& 230	Small Group Communication	5
Reading	Eligible for READ 104 (as determined by the appropriate placement score or completion of READ 094	0-5

Electives: Students must select from the following list of courses below to total a minimum of 60 credits.

ACCT 110 or	Practical Financial Accounting 1 or	
ACCT& 201 or	Principles of Accounting I or	
BTAC 090	Office Accounting	5
ACCT 112	QuickBooks for Accounting	5
Art 109	Beginning Design	5
BTAC 101	Beginning Keyboarding	5
* BTAC 102	Intermediate Keyboarding	5
BTAC 103	Advanced Keyboarding	5
BTAC 107 and/or	Typing Speed and Accuracy 1 and/or	
BTAC 108	Typing Speed and Accuracy 2	4-8
° BTAC 111	Introduction to Computer Literacy	5

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BTAC 115	Professional Image Building	1
BTAC 132	Business Communication Applications	5
BTAC 140	Records Management	5
BTAC 163	Advanced Excel	5
BTAC 147 or	Beginning Keyboarding-Alphabet Keys or	
BTAC 148 or	Keyboarding-Mastering 10-Key and Symbols or	
BTAC 149	Keyboarding-Speed and Accuracy-Skill Building	1
BTAC 151 or	Word: Create, Edit and Format Documents or	
BTAC 152 or	Word: Tables and Sharing Documents or	
BTAC 153 or	Word: Mail Merge and Other Productivity Tools or	
BTAC 154 or	Word: Create a Newsletter or	
BTAC 155	Word: Creating Forms, Macros and Document Security	1
BTAC 164 or	Access: Create and Modify a Database or	
BTAC 165 or	Access: Use Queries to Produce Information or	
BTAC 166 or	Access: Create and Modify Forms or	
BTAC 167	Access: Create and Modify Reports	1
BTAC 175	Instructor Assistant	1-5
BTAC 177-179 and	BTAC Work Experience 1-3 and	2-10
COOP 171	Work Experience Seminar	1
BTAC 187 or	PowerPoint: Preparing a Presentation or	
BTAC 188 or	PowerPoint: Designs with Graphics and Multimedia or	
BTAC 189	PowerPoint: Customize and Incorporate Web Features	1
BTAC 191 or	Excel: Introduction to Formulas and Functions or	
BTAC 192 or	Excel: Charts and Working with Large Worksheets or	
BTAC 193 or	Excel as a Database or	
BTAC 194 or	Excel: Data Consolidation and What-If Analysis or	
BTAC 195	Excel: Collaboration, the Web and Macros	1
BTAC 214	Introduction to Information in Security	5
BTAC 216	Computer Support Internship 1	2-5
BTAC 217	Computer Support Internship 2	2-5
BTAC 218	Basic Office PC Support	5
BTAC 219	Basic Networking Concepts	5
BTAC 255	Advanced Word	5
BTAC 266	Inside Microsoft Office	5
BUS& 101 or	Introduction to Business or	
BUS 164	Entrepreneurship and Small Business Management	5
BUS 166	Human Relations and Work Readiness	5

Satisfies related instruction requirements.

* Credit by advanced placement may be granted in typing/keyboarding after departmental review of prior training.

° Qualifies as AAA activity credit.