SOFTWARE APPLICATIONS SPECIALIST Certificate

I. **Program-Related Requirements** ................................................................. 13 Credits

BTEC 1550, Introduction to Windows, 2 cr

BTEC 2350, Microcomputer Business Applications, 3 cr **AND**
BTEC 2450, PowerPoint, 1 cr

**OR**
BTEC 2355, Microsoft Business Applications, 4 cr

BTEC 2365, Advanced Microcomputer Business Applications, 3 cr
BTEC 2600, Outlook, 1 cr
BTEC 2622, Current Workplace Technology, 3 cr

**TOTAL** ................................................................................................................... 13 Credits

**NOTE: KEYBOARDING PREREQUISITE:** Students entering this program must be proficient in keyboarding skills at a minimum of 35 net wpm. Students not meeting this requirement should enroll in BTEC 1050 Keyboarding. This class will not count toward the required credits for the program.

The Software Applications Specialist Program gives the student an understanding of the software used in general business activities.

Revised: 05/10/2016  
Implementation: Fall 2016