

# 2020-2021 TTC Catalog

## Business Applications Solutions Specialist

### Certificate in Applied Science

#### 15 Credit Hours

The Business Application Solutions Specialist program prepares students for business applications specialist jobs requiring advanced skills. Microsoft Windows, Word, Excel, Access, PowerPoint and software integration are thoroughly explored in this program. This program helps students prepare for Microsoft Office Specialist certificate exams.

#### Major Requirements

ACC 245 Accounting Applications 3

or

CPT 174 Microcomputer Spreadsheets 3

CPT 172 Microcomputer Database 3

CPT 179 Microcomputer Word Processing 3

CPT 270 Advanced Microcomputer Applications 3

CPT 290 Microcomputer Multimedia Concepts and Applications 3

Total: 15

#### Admission Requirements

Admission into this program requires proof of high school graduation (or GED) and qualifying scores on SAT, ACT or the TTC placement test.