

Business Applications Specialist

405 Hours / 12 Weeks

Program Objectives:

This program of study introduces the student to the Computer and its applications in the workplace. The program is broken down into components: Required Courses and Electives. Students must take all of the required courses, then they have the option to add to their program of study, (2) additional courses to complete the 405 hour program. Through lecture and appropriate Lab Training, the program will provide the student with the technical, manual and manipulative skills and knowledge to be employed as an entry level Office Specialist. Courses include Windows, and the latest Microsoft Applications. The program also includes a variety of other applications that are required by Businesses today.

<u>Required Courses:</u>	<u>Elective Courses Chooses (2):</u>
Windows Professional	QuickBooks for Windows
Microsoft Word	Anatomy
Microsoft Excel	Physiology
Microsoft Access	Medical Terminology
Microsoft PowerPoint	Medical Coding
Microsoft Outlook	Medical Office Skills
Internet Explorer	HIPAA
Career Development	Legal Terminology
Certification Prep	Law Office Skills
Keyboarding Techniques	