

# Business Applications Specialist

## One-Year Certificate Program Business Applications Specialist

The one-year business applications certificate prepares students for business positions working with software applications and is designed for those who want to specialize in software applications using the Microsoft Office software applications package. The certificate will be beneficial for those individuals interested in acquiring knowledge for personal use to develop and refine their skills in current software applications, for those obtaining a job for the first time, for those who want to update their existing software skills after being away from business for several years, and for those who are striving for advancement in their current positions.

### Curriculum

Students develop the skills needed to effectively use word processing (Microsoft Office Word), spreadsheet (Microsoft Office Excel), database (Microsoft Office Access), desktop publishing (Microsoft Office Publisher), and presentation (Microsoft Office PowerPoint) software within the business environment. The students are taught to increase their productivity by integrating these applications to produce professional-looking end documents. In addition, students acquire basic business knowledge and written and oral communications skills needed to succeed in business.

### Career Opportunities

Upon completion of the one-year business applications certificate, students may find employment in office settings in business and industrial firms, professional offices, nonprofit agencies, and governmental agencies.

The program is arranged so that credits received in a one-year program may be transferred if a student decides to pursue a two-year degree in an associate of technical studies or an associate of science or associate of arts degree. To receive the business applications specialist certificate,

the student must have at least a 2.0 grade point average for all work attempted.

### One-year Certificate Program

#### General education

English (3-6 hours)  
interpersonal Communication (3 hours)

#### Basic courses

Business Communications (3 hours)  
Business Mathematics (3 hours)

#### Core courses

Business Education (11 hours)  
Management Information Systems (3 hours)  
Electives (3 hours)

### For Further Information

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### Your University Opportunity

BGSU Firelands, located in Huron, Ohio, is a regional campus and one of the seven undergraduate colleges of Bowling Green State University. We offer many of the advantages and resources of a major university, but in a smaller, more personal environment.

Generally, students are able to complete at least two years of coursework toward most of the 200-degree programs at BGSU before transferring to the main campus, or to another college or university.

BGSU Firelands offers students a wireless environment campus wide. Kiosks and public-access computers located in most campus buildings provide easy Internet access. In addition, there are several on-campus computer labs with a variety of computers and software programs.

The library, containing more than 30,000 volumes, is computer-linked to the more than 4 million items available through BGSU's libraries to provide excellent research opportunities.

Academic advisors work individually with students to plan their degree programs and small class sizes allow students to have close, personal contact with their professors. Free tutoring is readily available through the Teaching and Learning Center. Scholarships, grants and loans are available to assist students with tuition.

**NOTE:** Information in this guide is subject to change without notice. To learn more about the official program of study for Business Applications Specialists, please check the undergraduate catalog online at [www.bgsu.edu/catalog/FIR/FIR47.html](http://www.bgsu.edu/catalog/FIR/FIR47.html)