

**NUNEZ COMMUNITY COLLEGE  
 CERTIFICATE OF TECHNICAL STUDIES  
 APPLICATION FUNDAMENTALS**

<b>NAME:</b>						
	Last	First	MI	Advisor Name		
<b>Student ID Number:</b>				<b>Catalog 2016-2017</b>		
Course No.	Course Title	Substitute or Transfer Course	College			
27 Hours of required Courses in Major. Must earn grade "C" or better in each course.					Hrs	Grade
BUSN 1150	Survey of Microcomputer Applications			3		
BUSN 1175	Customer Service, Sales, and Skills			3		
BUSN 1600	Word Processing			3		
BUSN 1610	Spreadsheets			3		
BUSN 1620	Presentations			3		
BUSN 1630	Databases			3		
BUSN 1640	Data Tasking, Email, Collaboration			3		
BUSN 2600	Advanced Word Processing			3		
BUSN 2610	Advanced Spreadsheets			3		

**27 Hours**

\_\_\_\_\_  
 Exit Advisor's Signature

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Dean's Signature

\_\_\_\_\_  
 Date