

Microsoft Word Application Professional MWA1

Type

Technical Certificate of Credit

This certificate program provides students with the knowledge and skills to perform word processing applications in an office environment. It is designed to provide hands-on instruction for developing foundation skills for office assistant careers.

Required Courses

Item #	Title	Credits
COMP 1000	Introduction to Computer Literacy	3
BUSN 1400	Word Processing Applications	4
BUSN 1440	Document Production	4
	Specific Occupational-Guided Electives (3 credits)	3
	Minimum Credit Hours for Graduation	14