

Microsoft Office Applications Professional MF4 1

Type

Technical Certificate of Credit

The Microsoft Office Applications Professional certificate program provides students with the knowledge and skills to perform word processing, spreadsheet, database, and presentation applications in an office environment. It is designed to provide hands-on instruction for developing foundation skills for office assistant careers, as well as, prepare students for Microsoft Certified Application Specialist (MCAS) certification. Graduates of the program receive a Microsoft Office Applications Professional Technical Certificate of Credit.

Required Courses — 22.00 Hours

Item #	Name	Credits
COMP 1000	Introduction to Computer Literacy	3
BUSN 1400	Word Processing Applications	4
BUSN 1410	Spreadsheet Concepts & Applications	4
BUSN 1420	Database Applications	4
BUSN 1430	Desktop Publishing & Presentation Applications	4
	Specific Occupational-Guided Electives (3 credits)	3
	Minimum Credit Hours for Graduation	22