

BAT - MF4I: Microsoft Office Application Professional TCC (replaces 5CGI: Microsoft Office Application Professional in the Quarter System)

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 to prepare students for Microsoft Certified Application Specialist (MCAS) certification.

Career Opportunities

Graduates may find employment as administrative support assistants or in a related field.

Credit Required for Completion: 22 credit hours

Curriculum

	Program Course	Credits
	<i>Occupational Courses</i>	
_____	BUSN 1400 Word Processing Applications	4
_____	BUSN 1410 Spreadsheet Concepts and Applications	4
_____	BUSN 1420 Database Applications	4
_____	BUSN 1430 Desktop Publishing and Presentation Applications	4
_____	COMP 1000 Introduction to Computers	3
	<i>Occupational Elective Courses (3 credits from the list below)</i>	
_____	BUSN 1100 Introduction to Keyboarding	3
_____	BUSN 1190 Digital Technologies in Business	2
_____	BUSN 1300 Introduction to Business	3
_____	BUSN 2160 Electronic Mail Applications	2