

BAT - MWAI: Microsoft Word Application Professional TCC (replaces 5CHI: Microsoft Word Application Professional in the Quarter System)

The Microsoft Word Application 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 foundational skills for office assistant careers.

Career Opportunities

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

Credit Required for Completion: Minimum of 14 credit hours

Curriculum

	Program Course	Credits
	<i>Occupational Courses</i>	
_____	BUSN 1400 Word Processing Applications	4
_____	BUSN 1440 Document Production	4
	*Prerequisite is BUS 1100 or ability to key at least 30 words per minute. See Admissions Office for testing.	
_____	COMP 1000 Introduction to Computers	3
	<i>Occupational Electives (2 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