



Microsoft Office Applications Professional (MF81)—16 Credit Hours

Program Description:

The Microsoft Office Applications Professional certificate program provides students with the knowledge and skills to perform word processing, spreadsheet, and database 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 Office Specialist (MOS) certification. Graduates of the program receive a Microsoft Office Applications Professional Technical Certificate of Credit. Initial salaries are approximately \$35,000.00 per year. This certificate is eligible for State Aid only.

Contact:

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Website:

<https://www.westgatech.edu/program-explorer/business-accounting/business-technology/>

Pre-Certificate Requirements					
Program Specific					
<ul style="list-style-type: none"> Learner Supplies— Access to a computer with reliable Internet Connection, MS Office 365/2021 programs: Word, Excel, Access, PowerPoint, Sway, Outlook GPA 2.0 higher Courses may rotate among the following locations: Carroll, Coweta, Douglas, LaGrange, Murphy and Online 					
Set the Track, Start the Track, Stay on Track					
<i>Meet with an Advising Coach to Stay on Track. S = Semester; CR = Credit Hours; FA = Fall; SP = Spring; SU = Summer; ALL=any semester</i>					
✓	Grade	Semester 1	S	CR	Notes & Milestones
		CISM 2201 Foundations of Computer Applications	ALL	3	
		BUSN XXXX Any BUSN courses that total 3 credit hours		3	List of BUSN course descriptions¹
				6	Program Semester Hours
✓	Grade	Semester 2	S	CR	Notes & Milestones
		BUSN 1450 Computer Applications for the Business Professional	FA, SP	4	Prerequisite: CISM 2201
				4	Program Semester Hours
✓	Grade	Semester 3	S	CR	Notes & Milestones
		BUSN 2130 Expert Spreadsheet Analysis	FA	3	Prerequisite: BUSN 1450, CISM 2201
		BUSN 2140 Expert Word Processing	SP	3	Prerequisite: BUSN 1450, CISM 2201
				6	Program Semester Hours
Always check online https://www.westgatech.edu/ and meet with your Advising or Faculty Coach to ensure you are viewing the latest and most accurate information.					

Note: If a course is full or unavailable when you to attempt to register, please select an available course from any term listed, given you have satisfied the required pre-requisite

Credit for BUSN 1015, BUSN 1190, BUSN 1400, BUSN 1410, BUSN 1420, BUSN 1430, BUSN 1440, BUSN 2160, BUSN 2210, BUSN 2340, BUSN 2350, and BUSN 2375 or courses requiring those courses as pre-requisites are awarded only if the courses have been completed within the last seven years. Courses over seven years old may be recommended by the program chair and approved by the Dean of

the School of Business/Public Services if the student presents recent, documented, in-field experience or current software certification.

Employment Opportunities: <https://www.westgatech.edu/student-life/career-services/>

Financial Aid by Program: <https://www.westgatech.edu/wp-content/uploads/2019/02/WGTC-Available-Aid-By-Program-11-17-2023.pdf>

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