

# Microsoft Office Applications Professional Certificate Program MF41

Updated: 5/06/2015  
Effective Term: 201516

## Curriculum

### Program-Specific Core – Total of 19 Hours

- COMP 1000 *Introduction to Computers* (3)
- BUSN 1400 *Word Processing* (4)
- BUSN 1410 *Spreadsheet Concepts & Apps* (4)
- BUSN 1420 *Database Applications* (4)
- BUSN 1430 *Desktop Publishing/Presentation Apps* (4)

### Occupational-Related Electives

- BUSN 1240 *Office Procedures* (3)
- BUSN 1440 *Document Production* (4)
- CIST 1510 *Web Development I* (3)
- MGMT 1120 *Introduction to Business* (3)

Specific Occupational-Related Elective – Choose 3 Hours

**Total: 22 Hours**

## Program Description

The Microsoft Office Applications Professional certificate of credit 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 as well as to prepare students for Microsoft Certified Application Specialist (MCAS) certification. Graduates of the program receive a Microsoft Office Applications Professional Technical Certificate of Credit.

## Program Specific Information

Students are accepted every semester based on course and space availability.

## Program Length & Availability

2 Semesters

Campus Availability: Oakwood, Forsyth, Jackson, Barrow, Dawson, Online

## Admissions Requirements

- Must be 16 years of age.
- High school diploma or GED is required prior to admission.  
*(Official transcripts or GED scores must be submitted from all colleges and/or high schools attended for credit.)*
- ACCUPLACER Testing, or submit SAT, ACT, CPE, COMPASS, or ASSET test scores.

## Financial Aid

This program is not eligible for the Pell Grant, but may be eligible for Institutional and State Financial Aid. Contact a Financial Aid Counselor for eligibility requirements and application materials.

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