

## ***Microsoft Office Applications Professional Certificate (MF41)***

### **DESCRIPTION**

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. Graduates of the program receive a Microsoft Office Applications Professional Technical Certificate of Credit.

### **EMPLOYMENT OPPORTUNITIES**

Graduates of the Microsoft Office Applications Professional Certificate are prepared for employment as office assistants and data entry clerks. This certificate may also provide promotional opportunities to a variety of administrative careers.

### **ADMISSIONS CRITERIA**

1. Submit a completed application and application fee;
  2. Be at least 16 years of age;
  3. Submit official high school transcript or GED transcript;
  4. Submit official college transcripts, if applicable;
- Meet the following assessment requirements:

<b>TEST</b>	<b>Reading</b>	<b>Writing</b>	<b>Numerical</b>
COMPASS	70	32	26
SAT	430	NA	400
ACT	13	12	17

### **MICROSOFT OFFICE APPLICATIONS PROFESSIONAL CURRICULUM**

The curriculum for the Microsoft Office Applications Professional certificate program is designed for the semester system. A student may enter the program any semester. Certificate-seeking students must earn a minimum of 22 semester credit hours for completion. The program requires a minimum of 435 contact hours and generally takes 2 semesters to complete.

<b><u>Program Courses</u></b>	<b><u>Credits</u></b>
<b>Occupational Courses</b>	<b>22</b>
COMP 1000 – Introduction to Computers (OL)	3
BUSN 1400 – Word Processing Applications (OL)	4
BUSN 1410 – Spreadsheet Concepts and Applications (OL)	4
BUSN 1420 – Database Applications(OL)	4
BUSN 1430 – Desktop Publishing and Presentation Applications (OL)	4
Specific Occupational Guided Elective	3

*(OL) designation indicates course may be available online during selected semesters. \* "C" or higher grade is required for this course.*

### **PROGRAM COSTS**

Tuition/Fees: \$2,500

Books/Supplies: \$750

*(Costs are estimates and are subject to change.)*

# TOP 10 REASONS

*why OTC is the right choice for you!*

1. Great-paying careers!
2. Strong **job placement!**
3. Affordable tuition with financial aid options you don't have to pay back!
4. Over 100 majors to choose from!
5. Flexible class scheduling: day, evening, and online classes!
6. Faculty with real-world experience
7. Hands-on learning
8. Small class sizes
9. An Associate's Degree, diploma, or certificate in less 2 years or less!
10. We **GUARANTEE** your education!

## GET STARTED TODAY!

1. Select a program! Free career counseling is available.
2. Review the Admissions Checklist and **APPLY** online at [www.ogeecheetech.edu](http://www.ogeecheetech.edu)!
3. Plan for expenses. You can view tuition and fees and available financial aid options online as well.

### **QUESTIONS:**

Contact Admissions at 912.688.6994 or via email at [enrollmentservices@ogeecheetech.edu](mailto:enrollmentservices@ogeecheetech.edu)!

Ogeechee Technical College does not discriminate on the basis of race, color, national origin, gender or disability. The following individuals have been designated to coordinate the College's implementation of nondiscrimination policies: Kelli Waters, Title IX Coordinator, Office 143D, JEK Building, 912.871.1885 and Penny Hendrix, ADA/Section 504 Coordinator, Office 171E, JEK Building, 912.486.7211.