

Microsoft Office Application Professional

Technical Certificate

MF41

Curriculum

Occupational Courses	22
Required Courses:	19
COMP 1000 Introduction to Computer Literacy (3)	
BUSN 1400 Word Processing Applications (4)	
BUSN 1410 Spreadsheet Concepts and Applications (4)	
BUSN 1420 Database Applications (4)	
BUSN 1430 Desktop Publication and Presentation Applications (4)	
 <i>Select ONE BUSN course elective below:</i>	3
BUSN 1100 Introduction to Keyboarding (3)	
BUSN 1230 Legal Terminology (3)	
BUSN 1250 Records Management (3)	
BUSN 1310 Introduction to Business Culture (3)	
BUSN 1320 Business Interaction Skills (3)	
BUSN 1330 Personal Effectiveness (3)	
BUSN 1340 Customer Service Effectiveness (3)	
BUSN 2170 Web Page Design (2)	
BUSN 2220 Legal Administrative Procedures (3)	
BUSN 2230 Office Management (3)	
BUSN 2240 Business Administrative Assistant Internship I (4)	
BUSN 2250 Business Administrative Assistant Internship II (6)	
 Total Credit Hour (minimum):	 22