

SCHOOL OF BUSINESS

CERTIFICATE OF PROFICIENCY IN MICROSOFT APPLICATIONS

Certificate of Proficiency in Microsoft Applications is designed to provide knowledge and skills in the use of Microsoft Word, Excel, and Access, particularly in a business settings. Students completing this certificate program will be able to take the Microsoft Certification Exams at no additional cost.

Curriculum

The Certificate of Proficiency in Microsoft Applications has a total of 9 credit hours.

- BUAD 2003 Business Information Systems
- BDA 2003 Business Problem Solving
- MGMT 3173 Advanced Microsoft Techniques