

INFORMATION Technologies

Program Microcomputer Office

Credential Certificate

Projections U.S. Department of Labor

Gain flexible computer skills involving basic Microsoft® applications; this certificate is an ideal stepping stone into many of MTC's full associate degree options.

Three-quarter curriculum comprised of core office information classes and studies in business, management, and communications.

National labor data projects a dramatic growth trend for the IT industry for the foreseeable future; individuals with computer skills often move quickly from entry-level positions to more complex jobs. Ohio projects up to a 23 percent increase in the number of positions for computer support specialists through the year 2012.

STUDENT LEARNING OUTCOMES – What am I expected to learn?

- communicate effectively both in writing and orally with co-workers, customers, managers, and end-users
- solve problems using mathematics
- recognize and solve problems through analysis, evaluation, and synthesis, to make informed decisions
- demonstrate good work habits, effective interpersonal and teamwork skills, and a high level of professionalism
- use technologies to evaluate business problems and apply software applications to record, analyze, and present information

Admission Standard

1. MTC Application for Admission and nonrefundable applicable fee.
2. Final high school transcript (or GED results) and college transcripts (if applicable).
3. Successful completion of the Basic Skills Assessment (COMPASS). Any College foundation courses suggested by COMPASS results are highly recommended.

MICROCOMPUTER OFFICE CERTIFICATE

One-Year Technical Certificate

Course No	Course Title	Credit Hours	Qtrs Offered	Pre-Requisites
FIRST QUARTER (Fall)		17 credits		
OIS 1200A	Computer Basics	2	All	None
BUS 1100A	Business Mathematics	4	All	COMPASS or MTH0097A
BUS 2150A	Legal Environment of Business	5	F	None
MGT 1400A	Introduction to Management	4	All	None
MGT 1430A	Customer Relationship Management	2	F	None
SECOND QUARTER (Winter)		16 credits		
OIS 1240A	Computer Applications I	4	All	OIS1200A or TST ¹
BUS 1010A	Business English Skills	4	W	OIS1240A or concurrent
ECN 2000A	Microeconomics	4	W, Sp	None
MKT 2030A	Principles of Marketing	4	F, W	OIS1240A or concurrent, & ECN2000A or approval
THIRD QUARTER (Spring)		18 credits		
OIS 1250A	Computer Applications II	4	W, Sp	OIS1240A
OIS 1260A	PowerPoint	2	Sp	OIS1240A
OIS 1500A	Web Page Authoring I	4	Sp	OIS1240A
ENG 1090A	English Composition I	4	All	OIS1240A or concurrent or examination
BUS 2100A	Ethics	4	W, Sp	None
		Credit Hour Total	51	

¹ TST = Technology Skills Test