

MICROSOFT APPLICATIONS CONCENTRATION EMPLOYMENT CONCENTRATION

This Employment Concentration Certificate will prove the student's ability to work in the Microsoft Applications industry, helping the student applying for jobs related to the mentioned industry, while continuing further coursework toward a full certificate or degree.

ECC.BUS.MA

Program Map Design Your Future!

Begin by exploring MSJC program maps to find a career or transfer (<https://msjc.emsicc.com/?radius=®ion=All%20Regions>) opportunities. Program maps show the recommended sequence of courses that lead to graduation or transfer. The maps were developed by program experts to give you the skills and knowledge you need to succeed.

- **Starting in Spring?** Choose Fall Semester 1 courses.
- **Are you a part-time student?** Start Fall Semester 1 courses and follow the course sequence.

Fall Semester 1		Units
CAPP-735	Using Microsoft Word (formerly CAPP-127)	3
CAPP-535	Using Microsoft PowerPoint (formerly CAPP-094)	3
Units		6
Spring Semester 1		
CAPP-123	Using Microsoft Access - Level 1	3
CAPP-740	Using Microsoft Project (formerly CAPP-098)	3
CAPP-122	Using Microsoft Excel	3
Units		9
Total Units		15

Requirements

Course	Title	Credits
Required Courses		
CAPP-122	Using Microsoft Excel	3
CAPP-123	Using Microsoft Access - Level 1	3
CAPP-535	Using Microsoft PowerPoint (formerly CAPP-094)	3
CAPP-735	Using Microsoft Word (formerly CAPP-127)	3
CAPP-740	Using Microsoft Project (formerly CAPP-098)	3
Total Units		15

Career Exploration

Discover information about careers that interest you!

1. Take a Career Quiz (<https://msjc.emsicc.com/assessment/>) to learn about yourself and receive career suggestions based on your interests.
2. Search available in-demand jobs (<https://msjc.emsicc.com/browse-careers/>) in your career areas of interest and find up-to-date salaries and education requirements.
3. Find the MSJC Program (<https://msjc.emsicc.com/browse-programs/>) that connects your interests to a career.

Note: There are no guaranteed positions for students completing these programs. Education and work experience required will vary by employer. The salary and benefits for specific occupations will be dependent on work experience, education, background, and employer.