

# Software Productivity Certificate

## ■ What Is Software Productivity?

Software productivity is a term used to describe the effective use of available office software to accomplish common business activities. It includes desktop publishing, spreadsheets, database management, mail merges, word processing, and project management, among others.

## ■ Success Factors

You should be well organized, have excellent communication skills and be able to coordinate several activities at once.

## ■ Career Possibilities

With a software productivity certificate, you may pursue the following employment opportunities:

- office assistant
- office manager
- administrative assistant
- administrative coordinator
- database manager

You will find the most employment choices if you also acquire MOS (Microsoft) certification.

## ■ Program Requirements

Software Productivity is a career-specific certificate program designed to make you proficient in computer software skills. Emphasis is placed on word processing, spreadsheets, database, presentation graphics, and data integration.

CORE COURSES	Cr. Hrs.
Spreadsheets I, II.....	6
Data Base Management I.....	3
Introduction to Information Processing .....	3
Word Processing I, II .....	6
Presentation Skills .....	3
Outlook.....	3
Windows.....	3
Software Applications Integration.....	3
TOTAL.....	30

This curriculum prepares you to take the Microsoft Certified Application Specialist (MCAS) exams. MCAS certification is a globally recognized premier standard for demonstrating desktop computing skills.



## ■ Advantages & Special Opportunities

The Clermont campus is on 92 wooded acres located in Batavia, Ohio, in the heart of Clermont County. We are relatively small and our faculty to student ratio is low. You will find our small class size and personal interaction with your instructors create the ideal learning environment. Parking is convenient and at no additional charge. Plus, our tuition is the lowest of the UC colleges.

Microsoft Certified Application Specialist certification (MCAS) is the globally recognized standard for validating expertise with the Microsoft Office suite of business productivity applications. This certification gives both job applicants and employees proof of their productivity, and therefore, a head start in a competitive market for jobs and promotions. UC Clermont is an authorized testing center for this certification.

## ■ Admissions

UC Clermont College is an open admissions campus. If you have your high school diploma, GED, or its equivalent, we will admit you. We accept applications all year long and you may start any quarter. We recommend that you apply at least 4 weeks prior to your desired attendance.

## ■ For More Information, Contact:

Enrollment & Student Services  
4200 Clermont College Drive  
Batavia OH 45103

513.732.5300  
1.866.446.2822  
[www.ucclermont.edu](http://www.ucclermont.edu)  
[Clermont.Information@uc.edu](mailto:Clermont.Information@uc.edu)

For more information on the MCAS certification, visit  
[www.microsoft.com/learning/mcp/msbc/mcas/default.aspx](http://www.microsoft.com/learning/mcp/msbc/mcas/default.aspx)

