Microsoft Office Application Specialist MF51

Type
Technical Certificate of Credit

The Microsoft Office Application Specialist certificate program enables the student to upgrade his/her microcomputer application software skills and prepare for certification.

Required Courses — 16.00 Hours

Item #	Name	Credits
COMP 1000	Introduction to Computer Literacy	3
CIST 2126	Comprehensive Presentation & Email Techniques	3
CIST 2127	Comprehensive Word Processing Techniques	3
CIST 2128	Comprehensive Spreadsheet Techniques	3
CIST 2129	Comprehensive Database Techniques	4
	Minimum Credit Hours for Graduation	16