

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.

Program: [Computer Information Systems](#)

Location: Golden Isles, Jesup, Waycross

Entrance Requirements

- Submit a completed application;
- High School diploma or equivalent required:
No
- Age Requirement:
- Submit official high school/high school equivalent transcripts, if applicable;
- Submit official college transcripts, if applicable;
- Satisfy [Placement Testing](#) requirements.

Required Courses

Item #	Title	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