

Microsoft Office Applications Professional MF41

The Microsoft Office Applications Professional certificate program provides students with the knowledge and skills to perform word processing, spreadsheet, database, and presentation applications in an office environment. It is designed to provide hands-on instruction for developing foundation skills for office assistant careers, as well as, prepare students for Microsoft Certified Application Specialist (MCAS) certification. Graduates of the program receive a Microsoft Office Applications Professional Technical Certificate of Credit.

Program: [Business Technology](#)

Type: Technical Certificate of Credit

Location: Baxley, Camden, 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
BUSN 1400	Word Processing Applications	4
BUSN 1410	Spreadsheet Concepts & Applications	4
BUSN 1420	Database Applications	4
BUSN 1430	Desktop Publishing & Presentation Applications	4
	Specific Occupational-Guided Electives (3 credits)	3

Minimum Credit Hours for Graduation: 22