



Microsoft Office Applications Professional (MF41) 22 Credit Hours

Program Description:

The Microsoft Office Applications Professional 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 to prepare students for Microsoft Office Specialist certification. Graduates of the program receive a Microsoft Office Applications Professional technical certificate of credit.

Contact:

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Website:

<https://sctech.smartcatalogiq.com/en/current/catalog/business-programs/mf41-microsoft-office-applications-professional-technical-certificate-of-credit>

Certificate Requirements

Program Specific

- Courses are offered online only

S = Semester; CR = Credit Hours; FA = Fall; SP = Spring; SU = Summer; ALL=any semester

✓	Grade	Semester 1	S	CR	Notes and Milestones
		COMP 1000 Introduction to Computer Literacy	ALL	3	Prerequisites must be passed with a "C" or higher
		Occupational Guided Elective	ALL	3	List of Occupational Guided Electives
				6	Program Semester Hours
✓	Grade	Semester 2	S	CR	Notes and Milestones
		BUSN 1400 Word Processing Applications	ALL	4	Prerequisite COMP 1000 - Introduction to Computer Literacy with a grade of C or better
		BUSN 1410 Spreadsheet Concepts and Applications	ALL	4	Prerequisite COMP 1000 - Introduction to Computer Literacy with a grade of C or better
		BUSN 1420 Database Applications	ALL	4	Prerequisite COMP 1000 - Introduction to Computer Literacy with a grade of C or better
		BUSN 1430 Desktop Publishing and Presentation Applications	ALL	4	Prerequisite COMP 1000 - Introduction to Computer Literacy with a grade of C or better
				16	Program Semester Hours
Meet with your Academic Advisor to ensure you are viewing the latest and most accurate information.					

Employment Opportunities: <https://www.sctech.edu/career-services/>

Financial Aid by Program: <https://www.sctech.edu/sctc-programs-by-financial-aid-fund-type/>

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