MICROSOFT OFFICE PROFESSIONAL, CERTIFICATE OF COMPLETION

COMPUTER AND INFORMATION TECHNOLOGY
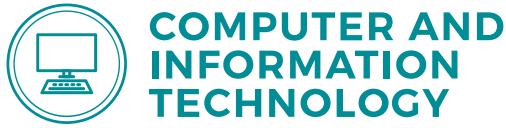
Certificate of Completion: CCL 5132
16-22 Credits
Program Contact
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Program Description

The Certificate of Completion (CCL) in Microsoft Office Professional emphasizes training on word processing, spreadsheet, database, and presentation software for business purposes. This certificate provides students with the knowledge and skills requisite of various business settings. This certificate helps with initial preparation for the Microsoft examinations for certification as a Microsoft Office Specialist (MOS). This certificate embeds into the Associate in Applied Science (AAS) degree in Information Technology and Certificate of Complete (CCL) in Microsoft Office Specialist.

Program Notes

Students must earn a grade of "C" or better in all courses required within the program. Overall program minimum GPA = 2.00.

Courses within any of the following prefixes must be taken within five (5) years prior to completion of the program to be applied toward this award: AIM, BPC, CIS, CLD, CNT, CSC, ITS, and MST.

++ indicates any suffixed course may be selected.

Program Requirements

Program Prerequisites: None

Code	Title	Credits	Semester
Required Courses			_____
Select one of the following:		0-1	_____
BPC/ OAS111AA	Computer Keyboarding I		_____
Permission of Program Director			_____
Select one of the following:		0-3	_____
CIS105	Survey of Computer Information Systems		_____
Permission of Program Director			_____
CIS113DE	Microsoft Word: Word Processing	3	_____
CIS114DE	Excel Spreadsheet	3	
CIS117DM	Microsoft Access: Database Management	3	_____
CIS118DB	Desktop Presentation: PowerPoint	3	_____
Select one of the following:		2-3	_____
BPC270	A+ Exam Prep: Operating System Configuration and Support		_____
CIS121AE & CIS122AE	Windows Operating System: Level I and Windows Operating System: Level II		_____
MST150++	Microsoft Windows		_____
Select one of the following:		2-3	_____
CIS124AA & CIS124BA	Project Management Software: Level I and Project Management Software: Level II		_____
CIS224	Project Management Microsoft Project for Windows		_____
Total Credits		**16-22**	_____