MICROSOFT OFFICE SPECIALIST, CERTIFICATE OF COMPLETION

COMPUTER AND INFORMATION TECHNOLOGY

Program Requirements

Program Prerequisites: None

Code	Title	Credits	Semester
Required Courses			_____
The following courses are required and included in Microsoft Office Professional CCL			_____
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		_____
The following courses are required in Microsoft Office Specialist CCL.			_____
CIS213DE	Advanced Microsoft Word: Word Processing	3	_____
CIS214DE	Advanced Excel Spreadsheet: Level II	3	_____
CIS217AM	Advanced Microsoft Access: Database Management	3	_____
Total Credits		**25-31**	_____