

MICROSOFT OFFICE SPECIALIST, CERTIFICATE OF COMPLETION



COMPUTER AND INFORMATION TECHNOLOGY

Certificate of Completion: CCL 5137

25-31 Credits

Program Contact

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Program Description

The Certificate of Completion (CCL) in Microsoft Office Specialist emphasizes advanced training on word processing, spreadsheet, and database software for business purposes. This certificate builds upon the knowledge and skills gained by the CCL in Microsoft Office Professional for use in various business settings. This certificate helps prepare students for the Microsoft Office Specialist (MOS) certification examinations. This certificate embeds into the Associate in Applied Science (AAS) degree in Information Technology.

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			
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	_____