

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	