

Microsoft Office Specialist Certificate



**Business, Management, Marketing &
 Technology Career Pathway**

Students completing this certificate are prepared to assume a variety of positions in an automated office setting. The program recognizes the increasingly important role of the personal computer in modern business and is designed to assist students develop their skills in the use of graphing, personal management, project management, and electronic presentations.

The Microsoft® Office® Specialist program provides a framework for measuring student proficiency with Microsoft® Office® applications and prepares students for the industry-recognized Microsoft® Exams for measuring an individual's mastery of "Office®" applications. Students completing the program could be hired at entry-level positions such as secretaries, help desk technicians, administrative assistants, and stenographers.

Minimum credits:	35
Minimum cumulative GPA:	2.0
Minimum grade in all courses:	2.0
Minimum JCC credits:	12
MACRAO agreement:	No

GENERAL EDUCATION REQUIREMENTS — (6 credits)

ENG 131 Writing Experience	3
MTH 120 Beginning Algebra or higher	3

RELATED REQUIREMENTS — (10 credits)

ACC 216 Financial Accounting Concepts	4
BUA 120 Human Relations in Business	3
CIS 101 Introduction to Computer Systems	3

MICROSOFT® OFFICE® SPECIALIST CORE REQUIREMENTS — (19 credits)

CIS 024 Microsoft® Outlook® Workshop	1
CIS 110 Beginning Keyboarding/Typing	3
CIS 119 Microsoft® PowerPoint®	2
CIS 120 Microsoft® Word® Comprehensive	3
CIS 121 Microsoft® Excel® Comprehensive	3
CIS 122 Microsoft® Access® Comprehensive	3
CIS 210 Office Administration Systems	4