

Microsoft Office Specialist Certificate

*Business, Management, Marketing &
Technology Career Pathway*



www.jccmi.edu

MICROSOFT® OFFICE® SPECIALIST – CERTIFICATE (MSOS.CERT)

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 in developing 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:	33
Minimum cumulative GPA:	2.0
Minimum grade in all courses:	2.0
Minimum JCC credits:	12
MACRAO agreement:	No

GENERAL EDUCATION REQUIREMENTS - (12 credits)

Take the following:

- ENG 131 Writing Experience
- ENG 232 Technical & Business Writing
- MTH 120 Beginning Algebra or higher

Choose one of the following:

- SPH 231 Communication Fundamentals
- or SPH 240 Interpersonal Communication

MICROSOFT® OFFICE® SPECIALIST CORE REQUIREMENTS - (21 credits)

Take the following:

- CIS 101 Introduction to Computer Systems
- CIS 110 Beginning Keyboarding/Typing
- CIS 119 Microsoft® PowerPoint®
- CIS 120 Microsoft® Word® Comprehensive
- CIS 121 Microsoft® Excel® Comprehensive
- CIS 122 Microsoft® Access® Comprehensive
- CIS 210 Office Administration Systems