

## Microsoft Office Specialist Concentration



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



www.jccmi.edu

### MICROSOFT® OFFICE® SPECIALIST – CONCENTRATION

These courses are part of the Microsoft® Certified Applications Specialist credential tests. Students who pass the “expert” Word® and Excel® exams and the “specialist” Access® and PowerPoint® exams will receive “Master” recognition from the Microsoft® Corporation. Other levels of Microsoft® Office® certification are available from Microsoft® as students begin passing exams. The successful completion of Microsoft® Office® sponsored exams are in addition to the successful completion of JCC’s courses for credit. For specific information on Microsoft® certification, students should talk with the program advisor. Students completing the program could be hired as administrative assistants, database administrators, and secretaries.

Minimum credits: .....	17
Minimum cumulative GPA: .....	2.0
Minimum grade in all courses: .....	2.0
Minimum JCC credits: .....	12
MACRAO agreement: .....	No

#### REQUIRED COURSES - (17 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