

# Microsoft Office Specialist, Certificate

Award Granted Upon Completion: Certificate in Microsoft Office Specialist

Credits/Contacts Required: **30/30**

Major code: 04/426

CIP Code: 520401

## Description

In today's competitive market, having proficiency in the latest productivity software tools can set you apart and demonstrate your desire to keep your technological skill-set up to date. This program is designed to assist students in developing professional-level competency with word processing, spreadsheet, presentation, and personal information management software. Students may further enhance their employability options by completing an associate degree or seeking professional certifications. All courses in this certificate may be applied to the CIS: Software/Network Support Associate degree.

### Certificate Requirements (Min 30 Credits)

- CIS 101 - Computer Concepts & Applications **Credit(s): 4 #**
- CIS 123 - Microsoft PowerPoint **Credit(s): 1 #**
- CIS 125 - Business Technology Tools **Credit(s): 2 #**
- CIS 130 - Spreadsheet Applications **Credit(s): 3 #**
- CIS 140 - Database Applications **Credit(s): 3 #**
- OIS 150 - Word Processing Applications **Credit(s): 4 #**
- OIS 250 - Advanced Word Processing Applications **Credit(s): 3 #**
- XXXX xxx - Approved Electives **Credit(s): 10 \***

### \* Approved Electives (Min 10 Credits)

- BUSN 105 - Professional Workplace Skills **Credit(s): 2**
- BUSN 177 - Mathematics of Business **Credit(s): 3**
- BUSN 195 - Business Communications **Credit(s): 3**
- BUSN 203 - Management Information Systems **Credit(s): 3**
- CIS 135 - Introduction to Cybersecurity **Credit(s): 2**
- CIS 210 - Web Page Design & Structure **Credit(s): 3**
- CIS 215 - Web Publishing **Credit(s): 3**
- CNSS 115 - Cyber Ethics **Credit(s): 3**
- CNSS 130 - Introduction to Networks **Credit(s): 4**
- CNSS 150 - A plus Computer Maintenance **Credit(s): 4**
- CNSS 245 - SQL Server **Credit(s): 4**
- CSCI 101 - Computer Science I **Credit(s): 3**

### Suggested Sequences Per Semester

#### First Semester

- CIS 101 - Computer Concepts & Applications **Credit(s): 4 #**
- CIS 123 - Microsoft PowerPoint **Credit(s): 1 #**
- CIS 140 - Database Applications **Credit(s): 3 #**
- OIS 150 - Word Processing Applications **Credit(s): 4 #**
- XXXX xxx - Approved Elective **Credit(s): 3 \***

**First Semester Total - Credit(s): 15 | Contacts: 15**

#### Second Semester

- CIS 125 - Business Technology Tools **Credit(s): 2 #**
- CIS 130 - Spreadsheet Applications **Credit(s): 3 #**
- OIS 250 - Advanced Word Processing Applications **Credit(s): 3 #**
- XXXX xxx - Approved Electives **Credit(s): 7 \***

**Second Semester Total - Credit(s): 15 | Contacts: 15**

#### NOTES:

# These courses must be taken within five years of graduation to meet certificate requirements.