



Microsoft Office Specialist – Certificate (MSOS.CERT)

Students completing this program 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. Students can continue and pursue an associate degree in the executive assistant program.

Minimum credits: 16

Minimum cumulative GPA: 2.0

Minimum grade in all courses: 2.0

Minimum Jackson College credits: 4

MICROSOFT OFFICE SPECIALIST CORE REQUIREMENTS (16 CREDITS)

Take the following:

CIS	104	Keyboard Speed and Accuracy
CIS	117	Microsoft Outlook Workshop
CIS	119	Microsoft PowerPoint
CIS	120	Microsoft Word Comprehensive
CIS	121	Microsoft Excel Comprehensive
CIS	122	Microsoft Access Comprehensive
CIS	201	Advanced Information Technologies