



## Microsoft Office Specialist C.C.

Curriculum Code: 0841

Effective: Fall 2019 – Summer 2024

### Description

Completion of this certificate demonstrates competency in Microsoft Office programs and prepares students for the optional Microsoft Certified Applications Specialist (MCAS) exams. The Microsoft certification credential is a globally recognized standard demonstrating software skills widely used in current office environments. Preparation is included for MCAS exams for Word, Excel, Access, PowerPoint and Outlook. Students completing this certificate may use the credits towards the Computer Support Specialist, Associate in Business Degree (0713).

### Contact Information

Contact the Computer Information Technologies Program at the West Campus Building, Room M103, telephone number 517-267-6406 or Student Services West Campus, West Campus Building, Room M016, telephone number 517-267-5452.

### Program of Study Required Courses

Course Code	Course Title	Credit / Billing Hours
CITA 115	Microsoft PowerPoint	3 / 3
CITA 119	Microsoft Word	3 / 3
CITA 126	Microsoft Excel	3 / 3
CITA 133	Microsoft Access Database	3 / 3
CITA 140	Microsoft Outlook	3 / 3
CITA 219	Advanced Microsoft Word	3 / 3
CITA 226	Microsoft Excel–Advanced	3 / 3

### Total Credit Hours

21 credits / 21 billing hours

### Recommended Course Sequence

Semester I	Semester II
CITA 115	CITA 140
CITA 119	CITA 219
CITA 126	CITA 226
CITA 133	