

Microsoft Applications (BP/EP) Occupational Certificate

Semester Sequence

Completion of this award may require taking courses at both campuses. For more information, please contact your faculty program advisor.

Prerequisite Knowledge: A student seeking this award should have qualifying assessment scores on the math, reading, writing, computer literacy, and keyboarding placement tests as identified by individual course prerequisites.

First Semester

ACCT1125	Excel	3
CCIS1035	Microsoft Word	3
CCIS1042	Microsoft PowerPoint	3
CCIS1095	Microsoft 365	2

Total Credits 11

Second Semester

CCIS1032	Microsoft Access	3
CCIS1310	Microsoft Publisher	3
CCIS2090	Microsoft Integration	3

Total Credits 9

Graduation (20 Credits)

Semester listings reflect the recommended sequence. Due to circumstances beyond our control, the information herein is subject to change without notice. This listing is to be used strictly as an advising tool.

4/12/2021: BP 2120 / EP 2175