

Microsoft Specialist (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
CCIS1032	Microsoft Access	3
CCIS1035	Microsoft Word	3
CCIS1042	Microsoft PowerPoint	3
COMM1050	Communication in the Workplace	2

Total Credits 14

Graduation (14 Credits)

Note: This certificate qualifies for the Workforce Innovation and Opportunity Act (WIOA).

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.

4/13/2021 : BP 2178 / EP 2179