

Microsoft Office Essentials Certificate


START
HERE



Milestone Courses

Should be taken in the order shown. This will help you stay on track and graduate on time.

Semester 1

Course Number	Course Name	Credits	Milestone	Completed
CIS 1101	Business Computer Systems I	3	 Yes	<input type="checkbox"/>
CIS 1220	Decision Making Excel	3		<input type="checkbox"/>

Total Credits: 6

Semester 2

Course Number	Course Name	Credits	Milestone	Completed
CIS 1102	Business Computer Systems II	3		<input type="checkbox"/>

Total Credits: 3

Program Credit Total: 9

FINISHED

Helpful Hints

-This certificate is not covered by Financial Aid due to its limited number of credits.

-CIS 1101 is required to be completed before CIS 1102, so this certificate takes at least two semesters

Effective Fall 2024



Disclaimer: This roadmap represents one possible pathway through the program, so please make an appointment with your Academic Advisor to create an education plan that is customized to meet your needs. This information subject to change.

 Leaf/Dagger (†) means the class is only offered Fall semester.  Flower/Asterisk (*) means the class is only offered Spring Semester.