

Microsoft Office Specialist Certificate



Semester 1

Course Number	Course Name	Credits	Milestone	Completed
CIS 1200 †	Word Processing	3		<input type="checkbox"/>
CIS 1220	Business Decision Making: Excel	3		<input type="checkbox"/>

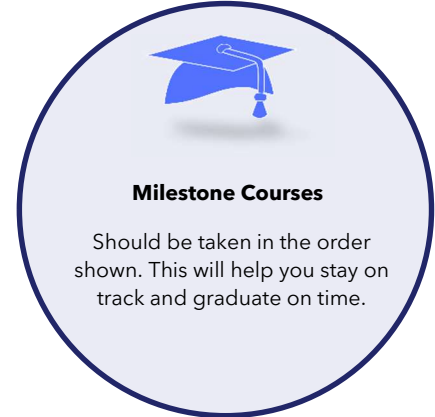
Total Credits: 6

Semester 2

Course Number	Course Name	Credits	Milestone	Completed
CIS 1230 *	Business Presentations: PowerPoint	3		<input type="checkbox"/>
CIS 1240 *	Information Management: Access	3		<input type="checkbox"/>

Total Credits: 6

Program Credit Total: 12



Helpful Hints

-Due to the course offerings, this program cannot be completed in one semester.

-This certificate is not eligible for financial aid. To be eligible for aid certificates must be 16 credits. Questions ? See your advisor.

-If a student doesn't have any Excel experience they might find taking CIS 1101 or CSCI 1000 helpful prior to taking CIS 1220.

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.