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Microsoft Office Specialist Skill Set Credential



**Business, Management, Marketing &
Technology Career Pathway**

These courses are part of the Microsoft® Office® Specialist credential tests. Students who pass the “expert” Word® and Excel® exams and the “core” Access® and PowerPoint® exams will receive “Master” recognition from the Microsoft® Corporation. Other levels of Microsoft® Office® certification are available from Microsoft® as students begin passing exams.

The successful completion of Microsoft® Office® sponsored exams are in addition to the successful completion of JCC’s courses for credit. For specific information on Microsoft® certification, students should talk with the program advisor.

Students completing the program could be hired as administrative assistants, database administrators, and secretaries.

Minimum credits:	14
Minimum cumulative GPA:	2.0
Minimum grade in all courses:	2.0
Minimum JCC credits:	12
MACRAO agreement:	No

REQUIRED COURSES — (14 credits)

CIS 101 Introduction to Computer Systems	3
CIS 119 Microsoft® PowerPoint®	2
CIS 120 Microsoft® Word® Comprehensive	3
CIS 121 Microsoft® Excel® Comprehensive	3
CIS 122 Microsoft® Access® Comprehensive	3