

# LANSING COMMUNITY COLLEGE

## CURRICULUM GUIDE

Microsoft Office Specialist  
Certificate of Completion

Curriculum Code: 0841 (Effective Fall 2011 – Summer 2016)

Completion of this certificate demonstrates competency in Microsoft Office programs and prepare students for the optional Microsoft Certified Applications Specialist (MCAS) exams. The Microsoft certification credential is a globally recognized standard demonstrating software skills widely used in current office environments. Preparation is included for MCAS exams for Word, Excel, Access, PowerPoint and Outlook.

### PREREQUISITES

Students should see *Course Descriptions* or *Course Offerings* for course prerequisite information. See the *Assessment and Placement Testing* section for skills assessment and advising information.

### INFORMATION

Contact the Computer Information Technologies Program, Gannon Building, Room 131, telephone number (517) 483-9612 (Website: [www.lcc.edu/cit/applications/](http://www.lcc.edu/cit/applications/)) or Academic Advising Department, Gannon Building, Room 212, telephone number (517) 483-1904.

### REQUIREMENTS

CODE	TITLE	TOTAL: 21 CREDITS CREDIT HOURS
CITA 115	Microsoft PowerPoint	3
CITA 119	Microsoft Word	3
CITA 126	Microsoft Excel	3
CITA 133	Microsoft Access Database	3
CITA 140	Microsoft Outlook	3
CITA 219	Advanced Microsoft Word	3
CITA 226	Microsoft Excel-Advanced	3
<b>MINIMUM TOTAL</b>		<b>21</b>

### NOTE:

1. Students must complete these courses with a minimum grade of 2.0 to receive this certificate of completion.

## SUGGESTED COURSE SEQUENCE

Students should see course descriptions to find out when departments plan to offer courses. Students who for any reason are unable to follow the course sequence suggested below (for example, those who are part-time, have transferred in courses from another school, or have prerequisites to fulfill) should contact an academic advisor or counselor for help with adjustments.

**I**

CITA 115

CITA 119

CITA 126

CITA 133

**II**

CITA 140

CITA 219

CITA 226