

LANSING COMMUNITY COLLEGE

CURRICULUM GUIDE

Microsoft Office Specialist
Certificate of Completion

Curriculum Code: 0841 (Effective Fall 2016 – Summer 2021)

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. Students completing this certificate may use the credits towards the Computer Support Specialist, Associate in Business Degree (0713).

PREREQUISITES

Students should see [Course Descriptions](#) for course prerequisite information. See [Academic Assessment and Placement Testing for Student Success](#) for skills assessment and advising information.

INFORMATION

Contact the Computer Information Technologies Program, West Campus Building, Room M103, telephone number (517) 267-6406 (Website: www.lcc.edu/cit/applications/) or Academic Advising Department, Gannon Building – StarZone, 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 |
| MINIMUM TOTAL | | 21 |

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 | II |
|----------|-----------|
| CITA 115 | CITA 140 |
| CITA 119 | CITA 219 |
| CITA 126 | CITA 226 |
| CITA 133 | |