

LANSING COMMUNITY COLLEGE

Computer, Engineering/Manufacturing Industrial Technologies

**Curriculum Code: 0841
(Effective Fall 2018 –
Summer 2023)**

Microsoft Office Specialist C.C. Pathway

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).

For More Information

Contact the Computer Information Technologies Program at the West Campus Building, Room M103, telephone number (517) 267-6406 or Academic Advising Department, Gannon Building – StarZone, telephone number (517) 483-1904.

Semester I	Course Title	Prerequisites	Credit/Billing Hours
Program of Study Requirements			
CITA 115	Microsoft PowerPoint	Reading Level 4	3 / 3
CITA 119	Microsoft Word	Reading Level 4	3 / 3
CITA 126	Microsoft Excel	Reading Level 5	3 / 3
CITA 133	Microsoft Access Database	Reading Level 4	3 / 3
Credits			12 / 12
Semester II	Course Title	Prerequisites	Credit/Billing Hours
Program of Study Requirements			
CITA 140	Microsoft Outlook	Reading Level 4	3 / 3
CITA 219	Advanced Microsoft Word	Minimum 2.0 in CITA 119 and Reading Level 4	3 / 3
CITA 226	Microsoft Excel–Advanced	Minimum 2.5 in CITA 126 and Reading Level 5	3 / 3
Credits			9 / 9
Total Credits			21 / 21