

MICROSOFT OFFICE SPECIALIST, CERTIFICATE OF ACHIEVEMENT

The Microsoft Office Specialist Certificate of Achievement is designed to recognize the development of foundational office skills required for entry level office employment. Courses included in this certificate prepare students to take the corresponding Microsoft Office Specialist (MOS) certification exams, industry-recognized credentials that demonstrate proficiency in Microsoft Office software applications.

Upon successful completion of the program, students will be able to:

- Apply office skills in a broad range of entry-level office positions.

Certificate of Achievement Requirements

Code	Title	Units
Required Core		
BUSI 2	Business Communication	3
BUSI 64	Customer Service	3
BUSC 109	Keyboarding	1
BUSC 140	Computer Applications - Microsoft Office Word	1
BUSC 150	Computer Applications - Microsoft Office Excel	1
BUSC 160	Computer Applications - Microsoft Office PowerPoint	1
WORK 96	Professional and Essential Skills	2
or WORK 97	Service Learning Work Experience	
or WORK 98	Exploratory Work Experience	
or WORK 99	Career-Focused Work Experience	
Total Units		12

Please refer to the program requirements section of the Catalog for information about associate degree requirements and certificate requirements including Information Competency, and General Education requirements.

The model sequence of coursework below is one pathway for students to complete the program. The information below is not an official educational plan. An MPC Counselor can assist you with creating a personalized education plan based on your academic, career, and personal goals. Visit MPC's Counseling website for more information about Counseling and up-to-date program requirements.

Suggested Course Sequence

Year 1		
Fall		Units
BUSI 2	Business Communication	3
BUSI 64	Customer Service	3
BUSC 109	Keyboarding	1
BUSC 140	Computer Applications - Microsoft Office Word	1
BUSC 150	Computer Applications - Microsoft Office Excel	1
BUSC 160	Computer Applications - Microsoft Office PowerPoint	1

WORK 96	Professional and Essential Skills	2
or WORK 97	or Service Learning Work Experience	
or WORK 98	or Exploratory Work Experience	
or WORK 99	or Career-Focused Work Experience	
Units		12
Total Units		12