

Northwestern Michigan College  
**OFFICE APPLICATIONS SPECIALIST**  
**LEVEL I CERTIFICATE**  
**Effective beginning Fall Semester 2007**

<b>Required Courses</b>	<b>Credits</b>
CIT 120A    Word Specialist I	1
CIT 120B    Word Specialist II	1
CIT 121A    Word Expert I	1
CIT 121B    Word Expert II	1
CIT 128      Excel Specialist	2
CIT 129      Excel Expert	2
CIT 124A    PowerPoint Specialist I	1
CIT 124B    PowerPoint Specialist II	1
CIT 125      Outlook Specialist <b>OR</b>	
CIT 126      Access Specialist	2
<b>Total required course credits</b>	<b>12</b>

**Choose a minimum of four (4) additional credits from the following:**

ACC 121      Accounting Principles I	4
CIT 109A     Keyboarding I	2
CIT 122A     Computer & Internet Basics I	1
CIT 122B     Computer & Internet Basics II	1
CIT 125      Outlook Specialist <b>OR</b>	
CIT 126      Access Specialist	2
CIT 155      Personal Computer Maintenance	2

**Total Certificate Credits                    16**