



Certificate of Achievement – Level I
Microsoft Office™ Applications Specialist (NMC Code 035)
Course Sequence Guide
 Effective Fall 2019 (Updated 3/2019)

YEAR 1 - FALL SEMESTER			Credits	Contacts	Grade	Comments
BUS	155	Interpersonal Communications	3	3		
CIT	119	Microsoft Office - Word	3	3		
CIT	122A	Computer and Internet Basics I	1	1		
CIT	124	Microsoft Office - PowerPoint	2	2		
Total			9	9		
YEAR 1 - SPRING SEMESTER			Credits	Contacts	Grade	Comments
CIT	210	Microsoft Office – Excel	3	3		
MGT	251	Human Resources Management	3	3		
MKT	208	Digital Marketing	2	2		
Total			8	8		
Program Total:			17	17		

Program Notes:

Students need beginning keyboarding skills. An online course is offered through our Extended Education Program.

All courses in this certificate are required for the Level II Office Administration and the Level III Computer Support Specialist certificates.