Microsoft Applications (BP/EP) Occupational Certificate

Semester Sequence

Completion of this award may require taking courses at both campuses. For more information, please contact your faculty program advisor.

Prerequisite Knowledge: A student seeking this award should have qualifying assessment scores on the math, reading, writing, computer literacy, and keyboarding placement tests as identified by individual course prerequisites.

First Semester

ACCT1125	Excel	3
ITEC1035	Microsoft Word	3
ITEC1042	Microsoft PowerPoint	3
ITEC1095	Microsoft 365	2

Total Credits 11

Second Semester

ITEC1032	Microsoft Access	3
ITEC1310	Microsoft Publisher	3
ITEC2090	Microsoft Integration	3

Total Credits 9

Graduation (20 Credits)

Semester listings reflect the recommended sequence. Due to circumstances beyond our control, the information herein is subject to change without notice. This listing is to be used strictly as an advising tool.

3/13/2024: BP 2120 / EP 2175