

**COMPUTER INFORMATION TECHNOLOGY**  
**Microsoft Office Specialist (MOS) Technical Certificate Major Code 62823<sup>o</sup>**

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***Program Description***

Information Technology Support Specialist –Microsoft Office Specialist certificate program, offered at the A. Hugh Adams Central Campus, prepares students for employment opportunities as Microsoft Office specialists. It is designed for students seeking the skills set necessary to be successfully in their careers as Microsoft Office Specialist (MOS).

***Entrance Requirements***

HS Diploma or GED

***Related Programs***

Computer Systems Specialist Associate in Science Major Code 21491<sup>§</sup>

Computer Information Technology Tech Support Specialist Associate in Science Option Major Code 21493 <sup>§</sup>

Help Desk Specialist Technical Certificate Major Code 62822<sup>o</sup>

Support Technician Technical Certificate Major Code 6284

*§ Students can earn a degree from 21491, 21493 or 21495, but not from two or more of these programs.*

*<sup>o</sup>Students can earn a certificate from either 62822 or 62823, but not from both programs.*

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***Required Courses***

CTS1213C	Microsoft Specialist: Windows and Outlook for Business <sup>1</sup>	3
CTS1220C	Microsoft Specialist: Word <sup>1</sup>	3
CTS1225C	Microsoft Specialist: Excel <sup>1</sup>	3
CTS1230C	Microsoft Specialist: Powerpoint <sup>1</sup>	3
CTS1362C	Microsoft Specialist: Sharepoint <sup>1</sup>	3
CTS1431C	Microsoft Specialist: Access <sup>1</sup>	3

***Total Program Semester Hours*** **18**

<sup>1</sup> Prerequisite – CGS1060C (with a grade of C or higher) or placement.

**It is strongly recommended that students see an advisor every term.**

