

COMPUTER INFORMATION TECHNOLOGY
Microsoft Office Specialist (MOS) Technical Certificate Major Code 62823[◊]

Related Programs

Computer Systems Specialist Associate in Science Major Code 21491[§]
 Computer Information Technology Tech Support Specialist Associate in Science Option Major Code 21493 [§]
 Help Desk Specialist Technical Certificate Major Code 62822[◊]
 Support Technician Technical Certificate Major Code 6284

[§] *Students can earn a degree from 21491, 21493, 21492 or 21134, but not from two or more of these programs.*
[◊] *Students can earn a certificate from either 62822 or 62823, but not from both programs.*

Entrance Requirements

- HS Diploma or GED
 - PERT
- The PERT test places students into preparatory level reading, writing and math courses designed to prepare them for college-level coursework. Recent ACT or SAT score may also be used for placement. For more information, see <http://www.broward.edu/testing/>. Students who test into college prep courses must successfully complete all of the required coursework to qualify for graduation.

Required Courses

CTS 1213C	Microsoft Specialist: Windows and Outlook for Business ¹	3
CTS 1220C	Microsoft Specialist: Word ¹	3
CTS 1225C	Microsoft Specialist: Excel ¹	3
CTS 1230C	Microsoft Specialist: Powerpoint ¹	3
CTS 1431C	Microsoft Specialist: Access ¹	3
CS Elective	Computer Science Elective*	3
Total Program Semester Hours		18

* CGS 1060C or any course with a CIS, COP or CTS prefix.

¹ Prerequisite – CGS 1060C (with a grade of C or higher) or placement.

It is strongly recommended that students see an academic advisor each term.