

# MICROSOFT OFFICE ADVANCED SPECIALIST CERTIFICATE

14 Semester Credit Hours; Curriculum: 0133

Course Code	Title	Hours
<b>Courses for a Certificate</b>		
CAB 110	Windows Fundamentals	1
CAB 125	Word Processing Using Word	2
CAB 130	Presentation Software Using PowerPoint	2
CAB 135	Electronic Spreadsheets Using Excel	2
CAB 235	Advanced Spreadsheets Using Excel	2
Select five credit hours from the following:		5
CAB 140	Database Application Using Access	
CAB 150	Visio Fundamentals <sup>1</sup>	
CAB 180	Administrative Office Management and Professional Development <sup>1</sup>	
CAB 225	Advanced Word Processing and Publishing <sup>2</sup>	
Select any other course from CAB or CIS (except CIS 101 or CIS 103)		
<b>Total Hours</b>		<b>14</b>

<sup>1</sup> Offered in fall semester only

<sup>2</sup> Offered in spring semester only

## Program Learning Outcomes

1. Demonstrate competency in at least three software application packages.
2. Demonstrate competency and appropriate use by utilizing advanced application tools within each software program.
3. Use critical thinking skills to analyze and solve business problems.
4. Demonstrate competency in managing files and folders.
5. Demonstrate preparedness for the Microsoft Certification exam.

## Microsoft Office Advanced Specialist Certificate Pathway

The following Pathway is recommended for students pursuing the Microsoft Office Advanced Specialist Certificate.

Course	Title	Hours
<b>First Year</b>		
<b>Semester One</b>		
CAB 110	Windows Fundamentals	1
CAB 125	Word Processing Using Word	2
CAB 130	Presentation Software Using PowerPoint	2
CAB 135	Electronic Spreadsheets Using Excel	2
CAB 235	Advanced Spreadsheets Using Excel	2
Select two of the following:		5
CAB 140	Database Application Using Access	
CAB 150	Visio Fundamentals <sup>1</sup>	
CAB 180	Administrative Office Management and Professional Development <sup>1</sup>	
CAB 225	Advanced Word Processing and Publishing <sup>2</sup>	

Other CAB or CIS courses except CIS 101 or CIS 103

Hours	14
<b>Total Hours</b>	<b>14</b>

<sup>1</sup> Offered in fall semester only

<sup>2</sup> Offered in spring semester only

**Note:** Pathway is a recommended sequence of courses. Part-time students should contact the program coordinator to discuss a part-time pathway as well as course prerequisites and recommendations.