

Computer, Engineering/Manufacturing Industrial Technologies			
Curriculum Code: 0841 (Effective Fall 2017 – Summer 2022)	Microsoft Office Specialist C.C. Pathway		
Semester I	Course Title	Prerequisites	Credit/ Billing Hours
Program of Study Requirements			
CITA 115	Microsoft PowerPoint	Reading Level 4	3 / 3
CITA 119	Microsoft Word	Reading Level 4	3 / 3
CITA 126	Microsoft Excel	Reading Level 5	3 / 3
CITA 133	Microsoft Access Database	Reading Level 4	3 / 3
Credits			12 / 12
Semester II	Course Title	Prerequisites	Credit/ Billing Hours
Program of Study Requirements			
CITA 140	Microsoft Outlook	Reading Level 4	3 / 3
CITA 219	Advanced Microsoft Word	Minimum 2.0 in CITA 119 and Reading Level 4	3 / 3
CITA 226	Microsoft Excel–Advanced	Minimum 2.5 in CITA 126 and Reading Level 5	3 / 3
Credits			9 / 9
Total Credits			21 / 21