



DEGREE SHEET / 2019-2020 CATALOG		
Student name:		
Eagle ID:		
Eagle Email:		
Phone:		
<p>College of Business Administration Microsoft Office Suite (MOS) Certificate</p> <p>This program prepares you for proficiency using Microsoft Office applications to meet the demand for the most up-to-date skills on the latest Microsoft technologies. Our hands-on approach will provide you with the software skill set required for an administrative position and preparation for MOS certification.</p>		
GENERAL EDUCATION REQUIREMENTS (4 CR)	SEMESTER	GRADE
COMMUNICATIONS (4 CR)		
ENG 109NL Basic Composition II or higher-level course (4)		
PROGRAM REQUIREMENTS (12 CR)		
BCIS 249 Microsoft Word (3)		
BCIS 225 Excel (3)		
BCIS 265 Microsoft Access (3)		
BCIS 226 PowerPoint (3)		
TOTAL 16 CR		
ADVISOR APPROVAL	DATE	

EDUCATIONAL PLANNING FORM (Semester)

FALL SEMESTER	SPRING SEMESTER	SUMMER
Total Units	Total Units	Total Units
FALL SEMESTER	SPRING SEMESTER	SUMMER
Total Units	Total Units	Total Units
FALL SEMESTER	SPRING SEMESTER	SUMMER
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