



<b>DEGREE SHEET / 2019-2020 CATALOG</b>		
Student name:		
Eagle ID:		
Eagle Email:		
Phone:		
<p><b>College of Business Administration</b>  <b>Microsoft Office Suite (MOS) Certificate</b></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>		
<b>GENERAL EDUCATION REQUIREMENTS (4 CR)</b>	<b>SEMESTER</b>	<b>GRADE</b>
<b>COMMUNICATIONS (4 CR)</b>		
ENG 109NL Basic Composition II or higher-level course (4)		
<b>PROGRAM REQUIREMENTS (12 CR)</b>		
BCIS 2220 Microsoft Word (3)		
BCIS 2215 Excel (3)		
BCIS 2210 Microsoft Access (3)		
BCIS 2230 PowerPoint (3)		
<b>TOTAL 16 CR</b>		
<b>ADVISOR APPROVAL</b>	<b>DATE</b>	

# EDUCATIONAL PLANNING FORM (Semester)

<b>FALL SEMESTER</b>	<b>SPRING SEMESTER</b>	<b>SUMMER</b>
<b>Total Units</b>	<b>Total Units</b>	<b>Total Units</b>
<b>FALL SEMESTER</b>	<b>SPRING SEMESTER</b>	<b>SUMMER</b>
<b>Total Units</b>	<b>Total Units</b>	<b>Total Units</b>
<b>FALL SEMESTER</b>	<b>SPRING SEMESTER</b>	<b>SUMMER</b>
<b>Total Units</b>	<b>Total Units</b>	<b>Total Units</b>
<b>FALL SEMESTER</b>	<b>SPRING SEMESTER</b>	<b>SUMMER</b>
<b>Total Units</b>	<b>Total Units</b>	<b>Total Units</b>