



**Microsoft Office Professional Certificate (C080)**  
**Program Course Requirements**  
**2019-2020**

Revised 2/20/2019

**Student Name** \_\_\_\_\_ **Student ID#** \_\_\_\_\_

**Required Core Courses**

Course #			Title	Credits	Lec Hrs	Lab Hrs
COMP	1109		Introduction to Operating Systems	3	3	0
COMP	1131		Microsoft Word Comprehensive	4	4	0
COMP	1132		Microsoft Access Comprehensive	4	4	0
COMP	1133		Microsoft PowerPoint Comprehensive	3	3	0
COMP	1134		Microsoft Outlook Comprehensive	1	1	0
COMP	1135		Microsoft Excel Comprehensive	4	4	0

**Total Required Core Credits** **19**

**GRADUATION REQUIREMENT** **19**

*\*Denotes Prerequisite*

**In addition to the program requirements listed above, students must meet the following conditions in order to graduate:**

1. College Cumulative GPA Requirement: Cumulative grade point average (GPA) of credits attempted and completed at CLC must be at least 2.0;
2. College Technical Core GPA Requirement: The cumulative GPA of credits in the technical core of the diploma or degree must be at least 2.0;
3. Residency Requirement: students must complete 25% of their credits at Central Lakes College.



# Microsoft Office Professional Certificate (C080) Program Course Requirements 2019-2020

Revised 2/20/2019

Student Name \_\_\_\_\_ Student ID# \_\_\_\_\_

## Fall Semester – 1<sup>st</sup> Year

Course			Title	Credits	Lec Hrs	Lab Hrs
COMP	1109		Introduction to Operating Systems	3	3	0
COMP	1131		Microsoft Word Comprehensive	4	4	0
COMP	1133		Microsoft PowerPoint Comprehensive	3	3	0
COMP	1134		Microsoft Outlook Comprehensive	1	1	0

**Total Fall Semester – 1<sup>st</sup> Year 11**

## Spring Semester – 1<sup>st</sup> Year

Course			Title	Credits	Lec Hrs	Lab Hrs
COMP	1135		Microsoft Excel Comprehensive	4	4	0
COMP	1132		Microsoft Access Comprehensive	4	4	0

**Total Spring Semester – 1<sup>st</sup> Year 8**

**GRADUATION REQUIREMENT 19**

*\*Denotes Prerequisite*