

# Microsoft Office Specialist Prep Certificate

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Degree Code: COM-2183

Minimum GPA: 2.0

Minimum Hours: 5

Name: \_\_\_\_\_ ID: \_\_\_\_\_ Date: \_\_\_\_\_

Microsoft Office Specialist (MOS) certification is the premier credential chosen by individuals seeking to validate their skills and advance their careers. Microsoft Office is a powerful service designed to unleash the best ideas, get things done and stay connected on the go. And possessing MOS certification shows the world that you have the skills to harness the full features and functionality of Microsoft Office. Demonstration of increased performance, individual differentiation, and personal confidence is associated with individuals achieving MOS Certification

	4	COM 111	Business Computer Systems
	1/2		One of the courses listed below

- COM 280 – Microsoft Word (2)
- COM 281 – Microsoft Excel (2)
- COM 283 – Microsoft Access (2)
- COM 172 – Intro to Presentation Graphics (1)

Upon completion of the Microsoft Office Specialist Prep Certificate, the end user be prepared to test for the specific MOS exam trained for in the selection of available courses in the concentration (Word, Excel, Access, or PowerPoint)

- If all of the above MOS expert level exams are successfully achieved, students will be awarded a MOS Master Certificate through Microsoft.
- All MOS certification exams are available through the Small Business Development Center (SBDC) testing center.

I have received a copy and agree to follow this degree audit:

Student: \_\_\_\_\_ Advisor: \_\_\_\_\_ Date \_\_\_\_\_