

MICROSOFT OFFICE USER SPECIALIST (MOS)



Cerritos College

BUSINESS COMPUTERIZED OFFICE TECHNOLOGIES - MICROSOFT OFFICE USER SPECIALIST (MOS) CERTIFICATION ACADEMY

Program of Study

DIVISION/DEPARTMENT REQUIREMENTS		UNITS
BCOT 112	Microsoft Word	3.5
BCOT 113	Microsoft Excel	3.5
CIS 155	Microsoft Access	3
BCOT 96	Microsoft PowerPoint	1.5
BCOT 97	Microsoft Outlook	1.5
TOTAL REQUIREMENTS:		—
Elective: BCOT 95, BCOT 120		13

NOTE: Although many of these courses are transferable, this verification of completion is nontransferable.

Please see Business counselors or the respective department for additional alternatives.