

**CERTIFICATE OF COMPLETION (CCL)  
CGCC ADVISEMENT CHECKSHEET**

NAME:	CREDITS REQUIRED: 12.5	MAJOR: Microcomputer Applications: Office Specialist/Core Level (5644)
STUDENT ID:	PROGRAM G.P.A.: 2.00	REQUIREMENT TERM: 2009-2010

The Certificate of Completion (CCL) in Microcomputer Applications: Office Specialist/Core Level program is designed to provide the basic skills needed in the use of microcomputer software applications for entry-level employment as clerks, typists, word processors, receptionists, and other administrative support positions for a wide variety of employers. Course work includes the Windows operating system, the Internet, and software applications for word processing, electronic spreadsheet, database management, electronic mail, and presentation graphics. Students who complete this certificate will be prepared for the Microsoft examinations for certification as a Microsoft Office Specialist (MOS).

<b>REQUIRED COURSES ( 7.5 CREDITS)</b>			
	CRS	GRD	SEM
BPC106AH	0.5		
BPC114AE	1		
BPC117AM	1		
BPC118AB	1		
BPC121AE	1		
BPC135DK*	2		
CIS133AA	1		

<b>RESTRICTED ELECTIVES ( 5 CREDITS)</b>			
	CRS	GRD	SEM
ACC111	3		
ACC115*	2		
BPC101AA	1		
BPC101BA*	1		
BPC111AA	1		
BPC111AB*	1		
BPC114BE*	1		
BPC114CE*	1		
BPC117BM*	1		
BPC117CM*	1		
BPC118BB*	1		
BPC128AF	3		
CIS133BA*	1		
CIS133CA*	1		
CIS233AA*	1		
CIS233BA*	1		
CIS233DA	1-3		
OAS108	3		

\* Indicates course contains prerequisite and/or co-requisite.

NOTE: Students must earn a grade of "C" or better in all courses within the program.