

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

NAME:	CREDITS REQUIRED: 25	MAJOR: Microcomputer Applications: Office Specialist/Expert Level (5024)
STUDENT ID:	PROGRAM G.P.A.: 2.00	REQUIREMENT TERM: 2009-2010

The Certificate of Completion (CCL) in Microcomputer Applications: Office Specialist/Expert Level program is designed to provide the advanced skills needed in the use of microcomputer software applications for employment as secretaries, executive secretaries and administrative assistants in organizations of every description. Course work includes business English, the Internet, presentation graphics, the Windows operating system along with advanced software applications for electronic mail, word processing, electronic spreadsheet, and database management. Students who complete this certificate will be prepared for the Microsoft examinations for certification as a Microsoft Office Specialist (MOS).

<b>REQUIRED COURSES ( 16 CREDITS)</b>			
	CRS	GRD	SEM
BPC106AH	0.5		
BPC106BH*	0.5		
BPC114AE	1		
BPC114BE*	1		
BPC117AM	1		
BPC117BM*	1		
BPC118AB	1		
BPC121AE	1		
BPC135DK	2		
BPC235DK*	2		
CIS133AA	1		
CIS133BA*	1		
OAS108	3		

<b>RESTRICTED ELECTIVES ( 9 CREDITS)</b>			
	CRS	GRD	SEM
ACC111	3		
ACC115*	2		
ART100	1		
BPC101AA	1		
BPC101BA*	1		
BPC111AA	1		
BPC111AB*	1		
BPC114CE*	1		
BPC117CM*	1		
BPC118BB*	1		
BPC121AB	1		
BPC128AF	1		
CIS105	3		
CIS133BA*	1		
CIS133CA*	1		
CIS233AA*	1		
CIS233BA*	1		
CIS233DA*	1-3		
GBS151	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.