

Name: _____ ID#: _____ Advisor: _____ Date: _____



(Certificate)

Microsoft Office Specialist (MOS) Preparation

ICCB Code: C 011F

Required Courses						
First Semester	Lec	Lab	Cr	RCC	Sem/Yr	Transfer
Subtotals	0	0	0			
Second Semester	Lec	Lab	Cr			
IT 120 Spreadsheet Applications	2	2	3			
IT 130 Word Processor Applications	2	2	3			
Subtotals	4	4	6			
Third Semester	Lec	Lab	Cr			
IT 210 Presentation Graphic Applications	2	2	3			
IT 220 Data Management Applications (formerly CIS 221)	2	2	3			
IT 230 Project Management	2	2	3			
Subtotals	6	6	9			
Fourth Semester	Lec	Lab	Cr			
Subtotals	0	0	0			
Program Total 15						

Other Graduation Requirements:
2.00 (C) Grade Point Average for all courses at RCC

Comments: _____
