

# Microsoft Office

## Certificate Program

This program is designed to provide entry level employment skills for office personnel.

| REQUIRED COURSES  | HOURS | F,S,I,SU | GRADE |
|---|-------|----------|-------|
| + BOFF 121 Typing & Document Processing   | 3     |          |       |
| # BOFF 237 Word I (pre: BOFF 130)   | 3     |          |       |
| BOFF 238 Word II (pre: BOFF 237)  | 3     |          |       |
| # BOFF 225 Excel I (pre: BOFF 130)  | 3     |          |       |
| BOFF 230 Excel II (pre: BOFF 225)   | 3     |          |       |
| # BOFF 219 Publisher (pre: BOFF 130)  | 2     |          |       |
| # BOFF 227 PowerPoint (pre: BOFF 130)   | 3     |          |       |
| # BOFF 226 Access I (pre: BOFF 130)   | 3     |          |       |
| BOFF 235 Access II (pre: BOFF 226)  | 3     |          |       |
| BOFF 229 Microsoft Office (pre: BOFF 238, 225, 226, 127 or 227)                             | 2     |          |       |
| * BOFF 125 Business Communications<br>(pre: BOFF 114 and BOFF 228; or BOFF 121; or consent) | 3     |          |       |
| * MATT 104 Business Math  | 3     |          |       |
| Total   | 34    |          |       |

\* General Education.

# Prerequisite: BOFF 130 Windows class (or concurrent enrollment) or a qualifying score on the Windows Placement Test.

+Placement depends on demonstrated proficiency.

Enrollment in developmental classes may increase the length of time it takes to complete an associate degree.