



Microsoft Office Specialist C.C.

Career Community: Computer Technology and Networking

Curriculum Code: 0841

Effective: Fall 2025 – Summer 2030

Purpose of the Major

Completion of this certificate demonstrates competency in Microsoft Office programs and prepares students for the Microsoft Certified Applications Specialist (MCAS) exams. Preparation is included for MCAS exams for Word, Excel, Access, PowerPoint and Outlook. This certificate can be completed entirely online. Students completing this certificate may use the credits towards the Computer Support Specialist Associate of Business Degree (0713).

Milestone

Completion of CITA 115 and CITA 119 with a 2.0 or higher is a key component for success in completing this program. Knowledge obtained in these courses is the foundation for learning in other required courses. Students are encouraged to contact their faculty if they need additional assistance with learning the concepts presented in these courses.

Additional Information

A student must earn a minimum grade of 2.0 in all courses.

Contact Information

For further information, including career options, course substitutions and waivers, etc., contact the Computer Information Technologies Program at the West Campus Building, Room M103, telephone number 517-267-6406 or Student Services West Campus, West Campus Building, Room M016, telephone number 517-267-5452.

Major Required Courses

Course Code	Course Title	Credit / Billing Hours
CITA 115	Microsoft PowerPoint	3 / 3
CITA 119	Microsoft Word	3 / 3
CITA 126	Microsoft Excel	3 / 3
CITA 133	Microsoft Access Database	3 / 3
CITA 140	Microsoft Outlook	3 / 3
CITA 219	Advanced Microsoft Word	3 / 3
CITA 226	Microsoft Excel–Advanced	3 / 3

Minimum Total Credit Hours

21 credits / 21 billing hours

Recommended Course Sequence

Semester I
CITA 115 – Milestone course
CITA 119 – Milestone course

Semester I
CITA 126
CITA 133

Semester II
CITA 140
CITA 219
CITA 226

LCC makes every effort to limit revisions to the pathways during their effective timeframe. However, the College reserves the right to update certificate and degree titles, and make course changes as needed, without prior notice. The College also reserves the right to discontinue programs when warranted.