**FAYETTEVILLE TECHNICAL COMMUNITY COLLEGE**

**INFORMATION TECHNOLOGY/**

**MICROSOFT OFFICE SPECIALIST EXCEL & ACCESS CERTIFICATE (C25590C22)**

Effective: Fall 2024

Revised: 02/07/24

Length: 2 Semesters

Prerequisite: High School Diploma, Placement Test Equivalent

Award: Certificate

**SEMESTER 1**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Prefix No.** | Title | **Class** | **Lab** | **Clinical** | **Credit** |
| \*CIS110 | Introduction to Computers | 2 | 2 | 0 | 3 |
| or |  |  |  |  |  |
| \*CIS111 | Basic PC Literacy | 1 | 2 | 0 | 2 |
| CTI110 | Web, Pgm, & DB Foundation | 2 | 2 | 0 | 3 |
| \*\*CTS130 | Spreadsheet | 2 | 2 | 0 | 3 |
|  |  | ----- | ----- | ----- | ----- |
|  | **Totals** | **5** | **6** | **0** | **8** |

**SEMESTER 2**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Prefix No.** | Title | **Class** | **Lab** | **Clinical** | **Credit** |
| CTS230 | Advanced Spreadsheet | 2 | 2 | 0 | 3 |
| DBA110 | Database Concepts | 2 | 3 | 0 | 3 |
|  |  | ----- | ----- | ----- | ----- |
|  | **Totals** | **4** | **5** | **0** | **6** |

**TOTAL REQUIRED CREDITS... 14**

**This certificate should prepare you for the Microsoft Office Specialist Certification in Excel and Access.**

**Work-Based Learning Option**: NA

**\* 1st 8 weeks**

**\*\* 2nd 8 weeks**