

Recommended Sequence of Courses

Program of Study: Computer Studies: Microsoft Office Specialist

Department: Computer Studies

Coordinator: Carole Bennett (707) 522-2709

Effective: Spring 2012

Course Number	Course Title	Units	Semester Offered	Prerequisites
First Semester				
CS 60.11A/B	Microsoft Word, Part 1 & Part 2	3.0	Fa, Sp, Sum	
CS 61.11A/B OR CS 61.1	Microsoft Excel, Part 1 & Part 2 OR Microsoft Excel	3.0	Fa, Sp, Sum	
CS 63.11A/B OR CS 63.11 OR CS 63.12	Microsoft Access, Part 1 & Part 2 OR Microsoft Access OR Microsoft Access and Visual Basic for Applications	3.0	Fa, Sp	
CS 62.11A/B	Microsoft PowerPoint, Part 1 & Part 2	3.0	Fa, Sp	
First Semester Unit Total:		12.0		
Second Semester				
CS 165.11 OR CS 65.11	Integrating MS Office OR Microsoft Office	0.5		
CS 167.11	Microsoft Outlook	0.5		
CS 72.91	Microsoft Publisher	1.5		
Second Semester Unit Total:		2.5		
Third Semester				

Minimum units to meet program requirements: 14.5

Notes: