

***Barker CAP Course Outline***  
***MOS***  
***Microsoft Office Specialist***

***NCCC CIS 100 Syllabus***  
***College Credit Course***

I. BASIC INFORMATION

- A. CAP course: College Acceleration Program
- B. Two semester courses
- D. Prerequisite: Computer Applications
- E. Credit Hours: 3 credits from Niagara County Community College

II. COURSE DESCRIPTION

This course is designed to prepare the students for college and the workplace by achieving certification in Microsoft's Word, PowerPoint, Excel, and Access programs. Upon successful completion, each student will receive certificates from Microsoft as well as three college credit hours through Niagara County Community College.

III. COURSE ORGANIZATION

Students will be taught these programs by use of demonstration and selected textbook readings.

IV. ASSESSMENT

Students will be given topic tests throughout each quarter in preparation for the Microsoft Office Specialist Exam taken online from Microsoft. It is the expectation that each student will successfully complete one exam each quarter. The Final Exam will be the MOS exam counting as 25% each to equal a 100% final exam.