

MICROSOFT OFFICE SPECIALIST CERTIFICATE

10 Semester Credit Hours; Curriculum: 0306

This 10-credit hour certificate gives students in-depth knowledge and preparation for the business use of Microsoft Office programs. The program emphasizes critical thinking and decision-making skills. It is designed to enhance students' knowledge and skills for current and future employment. Completion of this certificate can lead students to obtaining positions of Administrative Assistant, Data Analyst, Database Support, Financial Analyst, and other office support positions. Moreover, courses in this certificate align with the skill set needed to prepare for the Microsoft Office Certification. This certificate can be completed in one semester.

Code	Title	Hours
Courses for a Certificate		
CAB 110	Windows Fundamentals	1
CAB 125	Word Processing Using Word	2
CAB 130	Presentation Software Using PowerPoint	2
CAB 135	Electronic Spreadsheets Using Excel	2
CAB 140	Database Application Using Access	3
Total Hours		10

Program Learning Outcomes

1. Apply appropriate use of software tools within software application programs.
2. Run multiple applications concurrently, transfer data between applications while managing files and folders.
3. Create and execute both basic and complex functions using worksheet data.
4. Create a variety of business files, which include documents, spreadsheets and presentations.
5. Apply critical thinking skills to solve business problems.
6. Create a relational database and create and maintain queries, forms and reports.
7. Secure a database and display data in a database as a web page.