

MICROSOFT OFFICE APPLICATION SPECIALIST, SHORT-TERM CERTIFICATE



This short-term certificate provides knowledge and skills in preparation for the Word, Excel, Access, PowerPoint, and Outlook MOS (Microsoft Office Specialist) exams. Students enrolled in this certificate program will acquire competencies in advanced word processing, spreadsheet design and use, presentation software, email application features including calendaring, and relational database management.

Program contact: Learn more

This certificate will be automatically awarded when the certificate requirements are completed. If you do not want to receive the certificate, please notify the Office of the Registrar at RegistrarOffice@tri-c.edu.

Learn more about how certificate credits apply to the related degree.

Program Learning Outcomes

This program is designed to prepare students to demonstrate the following learning outcomes:

1. Determine and use various workplace application software to develop, document, and manage office projects, procedures and systems.
2. Build, edit and maintain spreadsheet solutions in Microsoft Excel to automate manual or outdated processes.
3. Build and maintain databases in Microsoft Access in order to track and manage data.
4. Design, create, maintain, and enhance presentations in Microsoft PowerPoint in order to deliver ideas and information.
5. Create, edit, enhance and review documents in Microsoft Word.
6. Utilize calendaring and task features in Outlook.

Suggested Semester Sequence

Summer Start	Credit Hours
Select one of the following:	3
IT-1090 Computer Applications	
IT-109H Honors Computer Applications	
Credit Hours	3

First Semester		
BT-1201	Word Processing	3
BT-1700	Business Spreadsheets (Excel)	3
BT-2040	Emerging Workplace Technology	3
BT-2211	Presentation Software	3
	Credit Hours	12

Second Semester		
BT-2200	Advanced Word Processing	3
BT-2700	Advanced Business Spreadsheets (Excel)	3
BT-2300	Business Database Systems (Access)	3
	Credit Hours	9
	Total Credit Hours	24