

# MICROSOFT OFFICE APPLICATION SPECIALIST, SHORT-TERM CERTIFICATE



This short-term certificate provides knowledge and skills in preparation for the Word, Excel, and PowerPoint (Microsoft Office Specialist) certification exams. Students enrolled in this certificate program will acquire competencies in word processing, advanced spreadsheet design and use, and presentation software.

**This program is available to be completed 100% online.**

**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 workplace projects, procedures, and systems.
2. Build, edit, and maintain spreadsheet solutions in Microsoft Excel to automate manual or outdated processes.
3. Design, create, maintain, and enhance presentations in Microsoft PowerPoint in order to deliver ideas and information.
4. Create, edit, enhance, and review documents in Microsoft Word.

## Suggested Semester Sequence

Summer Start		Credit Hours
Select one of the following:		3
IT-1090	Computer Applications	
IT-109H	Honors Computer Applications	
<b>Credit Hours</b>		<b>3</b>
First Semester		
BT-1150	Word for Business Documents	3
BT-1700	Business Spreadsheets (Excel)	3
BT-2040	Emerging Workplace Technology	3

BT-2211	Presentation Software	3
<b>Credit Hours</b>		<b>12</b>
Second Semester		
BT-2200	Advanced Word Processing	3
BT-2700	Advanced Business Spreadsheets (Excel)	3
<b>Credit Hours</b>		<b>6</b>
<b>Total Credit Hours</b>		<b>21</b>

MATH-1140, MATH-1141, MATH-1200, MATH-1270, and MATH-1280 can no longer count towards fulfilling the college-level mathematics requirement. These courses were re-classified as developmental mathematics by the state of Ohio in 2016. Tri-C established a 5-year transitioning window for students who had completed these courses prior to 2016 to apply them towards meeting graduation requirements, which expired in Summer 2021. It is highly recommended to see a counselor to determine the appropriate math required for your current major.