

OFFICE TECHNOLOGY

PATHWAYS CERTIFICATE: MICROSOFT OFFICE TECHNOLOGIST – 13 CREDITS

CAREER DESCRIPTION

This certificate program is designed to provide students with advanced skills in Microsoft Office applications such as Access, Excel, Outlook, PowerPoint, and Word. Students completing each course in the series will be better prepared to sit for and pass the Microsoft certification exam applicable to each Office application.

PROGRAM OUTCOMES

Access:

1. Manage Access Environment by creating and managing a database.
2. Build tables by creating and modifying fields, sorting and filtering and setting relationships.
3. Build Forms with the Form Design Tab options.
4. Create and manage queries by using relationships and generating calculated fields.
5. Design reports with the Report Design Tab options.

Excel:

1. Manage the Worksheet Environment through printing, use of Backstage, and navigation.
2. Create cell data using paste special, autofill, and hyperlinks.
3. Format Cells and Worksheets using cell formats, merging and splitting cells, row and column titles, hiding and unhiding rows and columns, manipulation of page options, and cell styles.
4. Manage Worksheets and Workbooks by manipulating window views.
5. Apply formulas and functions to a cell using relative and absolute references, applying conditional logic, and using named and cell ranges.
6. Present data visually using Clip Art, SmartArt, shapes, screenshots, the Image Editor, and Sparklines.

7. Share worksheet data with other users using Backstage, changing to a different Excel version, and save workbooks in PDF or XPS format.
8. Analyze and organize data through filtering, sorting, and conditional formatting.

Outlook:

1. Manage the Outlook Environment by setting General, Mail, Calendar, Tasks, Notes and Journal, Advanced, and Language options.
2. Create and Format Item Content by sending email, using Quick Steps, inserting graphical content and hyperlinks.
3. Manage email messages by cleaning up the mailbox, using email rules, filtering email; creating and using signatures, and blocking senders, domains, and groups.
4. Manage contacts by creating new and editing existing contacts and contact groups.
5. Manage calendar objects by creating new and editing existing appointments/meeting events, forward or print appointments/meeting events; manipulate the Calendar pane by arranging its view, changing the calendar color, display or hide a calendar, and create a calendar group.
6. Work with Tasks, Notes, and Journal Entries by creating new and editing existing tasks, mark a task as complete, assign tasks to users, accept/decline a task, update an assigned task; create and categorize notes; record and edit a journal entry.

PowerPoint:

1. Manage the PowerPoint environment through adjusting views, manipulating the PowerPoint window, configuring the quick access toolbar, and configuring PowerPoint file options.
2. Create a slide presentation by construct and editing photo albums, applying slide size and orientation settings, adding and removing slides, formatting slides, entering and formatting text and formatting text boxes.

3. Work with graphical and multimedia elements through manipulating graphical elements, images, WordArt, shapes, SmartArt, and editing video and audio content.
4. Create charts and tables by constructing and modifying tables, inserting and modifying charts, applying chart elements, and manipulating chart layouts and chart elements.
5. Apply transitions and animations through applying built-in and custom animations, applying effect and path options, applying and modifying transitions between slides, and manipulating animations.
6. Collaborate on presentations by managing comments in presentations and applying proofing tools.
7. Prepare presentations for delivery by saving, sharing, printing, and protecting presentations.
8. Deliver presentations by applying presentation tools, setting up slide shows, setting presentation timing and recording presentations.

Word:

1. Share and maintain documents through protection and document versions.
2. Format content through fonts, spacing, bullets and outlines, and tables.
3. Apply page layout and Reusable Content through page settings, themes and templates.
4. Include illustrations and graphics through pictures, shapes, WordArt, SmartArt and Clip Art.
5. Proofread documents with spelling, grammar and autocorrect settings.
6. Apply references with Endnotes, Footnotes and Table of Contents.
7. Configure and execute Mail Merges.

PATHWAYS CERTIFICATE — Microsoft Office Technologist

13 Credits — Recommended Sequence for Students (Students should see an advisor to customize their educational plan.)

SEQUENCE

Computer Applications -
Database
CIS 125D 3 CR

Computer Applications -
Email
CIS 125E 2 CR

Computer Applications -
Presentation Software
CIS 125R 2 CR

Computer Applications -
Spreadsheets
CIS 125S 3 CR

Computer Applications -
Word Processing
CIS 125W 3 CR

CREDITS
13

NOTES

Scheduling requirements may prevent all courses from being offered every term. Consultation with an advisor is critical to student's selection of courses.

Please see an advisor for a degree planning worksheet for this program.