

OFFICE TECHNOLOGY

Microsoft Office Technologist Pathway Certificate

PROGRAM MISSION

The mission of the Microsoft Office Technologist is to better prepared to sit for and pass the Microsoft certification exam applicable to each Office application.

PROGRAM DESCRIPTION

The Microsoft Office Technologist is designed to prepare students for an entry-level career performing Microsoft Office functions.

PROGRAM OUTCOMES

Students who successfully complete the Microsoft Office Technologist Pathway Certificate will:

1. Demonstrate advanced skills in applicable Microsoft Office application
2. Demonstrate the skills to complete the Microsoft Certification Exam for each Microsoft Office application
3. Apply information and technology tools relevant to the profession

CAREER CONSIDERATIONS

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 COURSE REQUIREMENTS

Year One

CIS 125D	Computer Applications – Database	3
CIS 125E	Computer Applications – Email	2
CIS 125R	Computer Applications – Presentation Software	2
CIS 125S	Computer Applications – Spreadsheets	3
CIS 125W	Computer Applications – Word Processing	3

Total Credits 13

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

PROGRAM ENTRANCE REQUIREMENTS

Academic Entrance Requirement

Recommended:

- Students entering the program are expected to have basic keyboarding and computer skills with business application software such as Word and Excel. If these skills are needed, students should take Intro to Computer Information Systems (CIS 120) during the first term at UCC.