

Computer Microsoft Office Professional

Certificate (C080)

Technical Requirements 17

Total Credits17

Program Description

This program is designed to teach students to become proficient and expert users in the Microsoft Office Suite of application programs including Word, Access, Excel, PowerPoint and Outlook. Students will learn desktop application operating skills to meet globally recognized standards, along with advanced skills using Word, Access, Excel, PowerPoint and Outlook.

Program Outcomes

By completing this program, students will achieve the following learning outcomes:

- Use the Microsoft Word software application to create documents, newsletters, research papers, and create mail merge functions;
- Use the Microsoft Access software application to create databases, database objects, reports, queries, forms, and macros;
- Use the Microsoft PowerPoint software application to create advanced graphic presentations and handouts;
- Use the Microsoft Outlook e-mail software application to create and format message content by using character and paragraph formatting, use graphic elements such as charts and tables, and create contact records, tasks, create appointments from incoming messages, create contact groups, schedule meetings, and share schedules to facilitate communication with other Outlook users; and
- Use the Microsoft Excel software application to create advanced spreadsheets, charts, graphs, and analyses using multiple advanced formulas and functions.

Program Course Requirements

COMP 1131	Microsoft Word Comprehensive	4 cr
COMP 1132	Microsoft Access Comprehensive	4 cr
COMP 1133	Microsoft PowerPoint Comprehensive	3 cr
COMP 1134	Microsoft Outlook Comprehensive	2 cr
COMP 1135	Microsoft Excel Comprehensive.....	4 cr

GRADUATION REQUIREMENT - 17 CREDITS

**Denotes Prerequisites*

Course Prerequisites

Some courses may require appropriate test scores or completion of basic math, basic English and/or reading courses with a "C" or better. CLC utilizes a multiple measure approach for placement which may include high school MCA, SAT, ACT scores in addition to high school GPAs. For insurance purposes, internships may require that students be 18 years old.

Certification

This certificate will prepare students for the Microsoft Office Specialist (MOS) certification. Certifications are not required for program completion and require additional costs per exam. Certification educational discounts are available to CLC Students through Microsoft.

Career Opportunities

Skills learned in the Computer Microsoft Office Professional Certificate will assist office managers, technicians, administrative support personnel, and organization users of the Microsoft Office Suite become application specialists.

Graduation Requirements

In addition to the program requirements, students must meet the following conditions in order to graduate:

1. College Cumulative GPA Requirement: cumulative grade point average (GPA) of credits attempted and completed at CLC must be at least 2.0;
2. College Technical Core GPA Requirement: cumulative GPA of credits attempted and completed towards the technical core of the diploma or degree must be at least 2.0;
3. Residency Requirement: students must complete 25% of their credits at Central Lakes College.