

MICROSOFT OFFICE TECHNOLOGIST, PATHWAY CERTIFICATE

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

Course	Title	Credits
First Year		
First Term		
CIS 125E	Computer Apps-E-mail	2
CIS 125R	Comp Apps-Presentation Sftwar	2
Credits		4
Second Term		
CIS 125S	Computer Apps-Spreadsheets	3
Credits		3
Third Term		
CIS 125D	Computer Apps-Database	3
CIS 125W	Computer Apps-Word Process SW	3
Credits		6
Total Minimum Credits		13

Advising Notes

- 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

- 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 CIS 120 Intro to Digital Literacy (4 cr.) during the first term at UCC.