Advanced Office Software Suite Certificate

Certificate: 97-103-3

Campus: Beaver Dam, Fond du Lac and West Bend

Description

Students in this advanced certificate series gain knowledge and skills in the following office software:

- Advanced word processing
- Advanced spreadsheet, worksheet and workbook
- Advanced database creation and manipulation
- Advanced presentation application
- Linking and embedding capabilities

This ten-credit advanced certificate provides training in advanced Microsoft Office applications, including Word, Excel, Access, PowerPoint and integration between these programs.

The Advanced Office Software Suite Certificate allows students to take associate of applied science degree courses without the time commitment of a full-time program and the credits may later be applied toward a degree or diploma. This certificate complements many Moraine Park degree and diploma programs.

Outcomes

- Apply advanced Microsoft Word processing features including tables, columns and merges, and integrate graphic elements. Produce professional newsletters, correspondence, reports and proposals, labels, forms and tables.
- Explore advanced features of Microsoft Excel including multiple worksheet and workbook applications, data tables management, and Scenario Manager. Gain hands-on experience in using, building and designing workbook solutions.
- Utilize advanced features of Microsoft Access in creating database applications, running advanced queries, using form controls, creating switchboards and macros, and establishing hyperlinks.
- Gain skill in professional presentation, using Microsoft PowerPoint. Apply custom formatting, transitions, timing and animation to presentation.
- Integrate documents from/to database, word processing, presentation graphics and spreadsheet software programs.

Career Opportunities

This certificate complements any office or management career. Certification may promote career advancement in the following fields: technical writing, office management, development management, administration, customer service, account manager or program management.

Admission Process

- Submit the college admission application.
- Submit the $30 one-time fee.
- Meet with an admissions specialist to determine the best course sequencing and prerequisites (strongly encouraged).

The Final Steps

When you are in the last semester of coursework, complete the graduation candidacy form and submit it with the $25 fee to the Registration Office.

Moraine Park Technical College Is an Equal Opportunity/Access Employer and Educator.

Course Number	Course Title	Year	2009-2010				2010-2011			
Core Courses		Cr.	S	F	W	P	S	F	W	P
103-164	Advanced Microsoft Integration	2								
103-183	Advanced Microsoft PowerPoint	2								
103-188	Advanced Microsoft Access	2								
103-190	Advanced Microsoft Excel	2								
106-159	Advanced Microsoft Word	2								
	Total	10								

Schedule a Course

Academic Planner

Semester Codes: S - Summer F - Fall W - Winter P - Spring

For course descriptions, please visit our Web site at www.morainepark.edu.