Office Software Suite Certificate

Certificate: 97-103-2

Campus: Beaver Dam, Fond du Lac and West Bend

Description

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

- Windows
- Word processing
- Database
- Spreadsheet
- Presentation graphics
- Linking and embedding capabilities

This nine-credit certificate provides training in Microsoft Windows operating system, Word, Access, Excel and PowerPoint software packages, as well as entry-level integration of these applications.

Office Software Suite allows students to take associate of applied science degree courses without the time commitment of a full-time program; the credits can later be applied toward a degree or diploma if the student desires. Students may also find that this certificate complements many Moraine Park degree and diploma programs. In addition, graduates or students may find they have already completed some of the certificate's requirements.

Outcomes

- Work in a windows environment.
- Create word documents.
- Manipulate a spreadsheet.
- Query a database.
- Create forms and reports from a database.
- Prepare a graphic presentation.
- Create documents by integrating various Microsoft Office software.

Career Opportunities

Prepares individuals to perform computer functions in a wide range of occupations that require word processing, database, spreadsheet and presentation graphics.

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.

For additional information, visit
www.morainepark.edu

Beaver Dam
700 Gould Street
Beaver Dam, WI 53916-1994

Fond du Lac
235 North National Avenue
Fond du Lac, WI 54935-2884

920-924-3207

West Bend
2151 North Main Street
West Bend, WI 53090-1598

TTY 920-929-2109

1-800-472-4554

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

Course Number	Course Title	Year Cr.	2009-2010 S	2009-2010 F	2009-2010 W	2009-2010 P	2010-2011 S	2010-2011 F	2010-2011 W	2010-2011 P
Core Courses										
103-160	Microsoft Word	2								
103-180	Microsoft Excel	2								
103-181	Microsoft Access	2								
103-182	Microsoft PowerPoint	2								
103-189	Microsoft Windows	1								
	Total	9								

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.