MORAINE PARK
TECHNICAL COLLEGE
1-800-472-4554 | TTY/VP. Use Relay/VRS

OFFICE SOFTWARE SPECIALIST CERTIFICATE

Program Number: 61-106-7
Certificate
Campus: Fond du Lac, West Bend, Online
This program is **not** eligible for financial aid

About the Program

The Office Software Specialist Certificate provides comprehensive training in the use of office software applications. Students complete hands-on basic and intermediate training on the use of Microsoft Word, Excel, Access, and PowerPoint. The certificate helps prepare students for a variety of Microsoft credentials and related micro-credentials available for professionals using computer software for the office.

The courses from this certificate can be directly transferred into Moraine Park's Office Management (https://catalog.morainepark.edu/program-information/programs/office-management/) Associate of Applied Science degree should students choose to continue their education.

Transfer Opportunities

Your academic journey can continue at a four-year college or university. Earn your associate degree at Moraine Park and then apply those credits toward a bachelor's degree. Starting at MPTC makes completing a bachelor's degree **affordable**, **accessible** and **convenient**. You can go anywhere as MPTC has transfer agreements with colleges and universities both in Wisconsin and throughout the country.

Visit the Transfer to a Four-Year College (https://www.morainepark.edu/transfer-to-a-four-year-college/) page for more information on credit transfer agreements between Moraine Park and four-year colleges, both public and private.

Admission Process

Standard Admissions (http://www.morainepark.edu/admissions/new-student/how-to-apply-for-admissions/) steps details

Credit for Prior Learning

Transform the skills and abilities developed through previous experience into college credit through MPTC's Credit for Prior Learning process.

- Transfer credit from other colleges/universities
- Earn college credit for your military training and experience
- Earn college credit via Advance Placement, CLEP, DANTES/DSST or MPTC Challenge Exams
- Earn college credit from previous/current work and life experiences

Visit MPTC's Credit for Prior Learning (https://www.morainepark.edu/academics/credit-for-prior-learning/) page for more information.

Approximate Costs

NOTE: The fees below are 2025-2026 fees. They will be updated when 2026-2027 fees are approved.

Tuition

Occupational

- $152.85 per credit (resident)
- $229.28 per credit (out-of-state resident)

Associate of Arts/Associate of Science

- $192.20 per credit (resident)
- $288.30 per credit (out-of-state resident)

Online students are not charged out-of-state fees.

Student Fees

- $5.00 minimum per course Material Fee
- $13.76 per-credit Supplemental Fee for Undergraduate courses
- $4.50 per term mandatory Student Accident Insurance Fee

Please refer to Tuition & Fee Information (https://catalog.morainepark.edu/admissions-registration/tuition-fee-information/) for additional enrollment fee information.

Course Requirements

Course	Title	Credits
Courses		
103-160	Microsoft Word	2
103-178	Intro to Power Data	2
103-180	Microsoft Excel	2
103-182	Microsoft PowerPoint	2
	Credits	**8**
	Total Credits	**8**

Pathways

- Office Management Associate Degree (https://catalog.morainepark.edu/program-information/programs/office-management/)
    - Office Assistant Technical Diploma (https://catalog.morainepark.edu/program-information/programs/office-assistant/)
    - Office Software Specialist Certificate (p. 1)

Earn a certificate, technical diploma and associate degree along this pathway. Start with some courses for entry-level employment, and continue with additional courses for higher wages and job advancement.