

# 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 Information Technology - Applications Support Specialist (<https://catalog.morainepark.edu/programs/information-technology-applications-support-specialist/>) and Administrative Coordinator (<https://catalog.morainepark.edu/programs/administrative-coordinator/>) Associate of Applied Science degrees 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

**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
<b>Courses</b>		
103-160	Microsoft Word	2
103-180	Microsoft Excel	2
103-181	Microsoft Access	2
103-182	Microsoft PowerPoint	2
<b>Credits</b>		<b>8</b>
<b>Total Credits</b>		<b>8</b>

## Pathways

- Information Technology - Applications Support Specialist Associate Degree (<https://catalog.morainepark.edu/programs/information-technology-applications-support-specialist/>)
  - Office Software Specialist Certificate (p. 1)

The courses from this certificate also transfer into Moraine Park's Administrative Coordinator (<https://catalog.morainepark.edu/programs/administrative-coordinator/>) Associate of Applied Science degree. Earn a certificate and associate degrees along this pathway. Start with some courses for entry-level employment, and continue with additional courses for higher wages and job advancement.