

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://morainepark-curr.courseleaf.com/programs/information-technology-applications-support-specialist/>) Associate of Applied Science degree should students choose to continue their education.

Transfer Opportunities

Earn credits at MPTC and transfer to a four-year college to earn your bachelor's degree.

Visit the Transfer to a Four-Year College (<https://www.morainepark.edu/academics/transfer-information/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

Earn college credit outside the classroom through Moraine Park's Credit for Prior Learning (CPL) opportunities. Credit opportunities are available for:

- Previous college coursework from prior institutions
- Military training and experience
- Passing of MPTC or national exams
- Skills or knowledge developed on the job or through other life experiences

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

Approximate Costs

Tuition

Occupational

- \$146.20 per credit (resident)
- \$219.30 per credit (out-of-state resident)

Associate of Arts/Associate of Science

- \$188.90 per credit (resident)
- \$283.35 per credit (out-of-state resident)

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

Student Fees

- \$4.50 minimum per course Material Fee
- \$12.50 per-credit Supplemental Fee for Undergraduate courses
- \$10 minimum per credit Online Course Fee (Fee suspended for 2023-2024)
- \$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
103-160	Microsoft Word	2
103-180	Microsoft Excel	2
103-181	Microsoft Access	2
103-182	Microsoft PowerPoint	2
Credits		8
Total Credits		8

Pathways

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

Earn a certificate 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.