

OFFICE SOFTWARE SUITE CERTIFICATE

Program Number: 97-103-2
Certificate

Campus: Beaver Dam, Fond du Lac, West Bend
This program is **not** eligible for financial aid

Whether you are looking to land your first job or want to advance in your current career, a Microsoft Office certificate from Moraine Park can help you gain the skills you need.

About the Program

Microsoft Office Suite software is used in businesses across the world. Gain valuable knowledge and take your career to the next level with the Office Software Suite Certificate from Moraine Park.

What You'll Learn

Students in the Office Software Suite Certificate learn fundamentals of Microsoft Office programs and the Microsoft Windows operating system. Students focus on Microsoft Word, Access, Excel and PowerPoint. This certificate complements many other MPTC degree and diploma programs. If taken on its own, students can later transfer credits earned toward a degree or diploma.

Students in this certificate gain skills in the following areas:

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

Transfer Opportunities

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

Visit the Transfer Opportunities (<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

- \$141.00 per credit (resident)
- \$211.50 per credit (out-of-state resident)
- Online students are not charged out-of-state fees.
- Please refer to the MPTC Student Handbook (<http://www.morainepark.edu/studenthandbook/>) for additional enrollment fee information.

Course Requirements

Course	Title	Credits
Semester 1		
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
Credits		9
Total Credits		9

Career Opportunities

- Prepares individuals to perform computer functions in a wide range of occupations that require word processing, database, spreadsheet and presentation graphics.
- Certification may promote advancement in the following fields: technical writing, scheduling, development management, administration, customer service, account management or program management.