



Business, Management, Marketing & Technology Pathway

Microsoft Office User Specialist Certificate

Students completing this certificate are prepared to assume a variety of positions in an automated office setting. The program recognizes the increasingly important role of the personal computer in modern business and is designed to assist students develop skills in the use of word/information processing, database development and management, spreadsheets and graphing, personal management, project management, and electronic presentations.

The Microsoft Office User Specialist program provides a framework for measuring student proficiency with Microsoft Office applications. It provides an industry-recognized standard for measuring an individual's mastery of "Office" applications. The courses at Jackson Community College for this program are geared toward the "Expert" level. The successful completion of Microsoft Office sponsored exams are in addition to the successful completion of JCC's courses for credit. For specific information on Microsoft Certification, students will need to talk with the program advisor.

Students completing the program could be hired as secretaries, office managers, administrative assistants, and stenographers.

Minimum credits: 38
Minimum cumulative GPA: 2.0
Minimum JCC credits: 12
MACRAO agreement: No

GENERAL EDUCATION REQUIREMENTS (6 credits)

ENG 131	Writing Experience	.3
MTH 120	Beginning Algebra	.4
or MTH 133	Intro to Probability & Statistics	.3

RELATED CORE REQUIREMENTS (10 credits)

ACC 211	General Accounting	.4
or ACC 231	Principles of Accounting I	.4
BUS 150	Leadership	.3
or BUS 155	Human Relations in Business	.3
ITE 101	Information Technology Education	.3

MICROSOFT OFFICE SPECIALIST REQUIREMENTS (19 credits)

ITE 042	MS FrontPage Workshop	.1
ITE 043	Microsoft Outlook Workshop	.1
ITE 092	Microsoft PowerPoint Workshop	.1
ITE 127	Microsoft Access: Comprehensive	.3
ITE 129	Office Administrative Systems	.4
ITE 130	Microsoft Excel	.3
ITE 186	Microsoft Word	.3
ENG 232	Technical & Business Writing	.3

CHOOSE 3 CREDITS FROM THE FOLLOWING:

ITE 044	Microsoft Office Integration Workshop	.1
ITE 050	Internet	.1
ITE 067	DOS Workshop	.1
ITE 083	Windows Workshop	.1
ITE 134	Visual BASIC	.3
ITE 171	Desktop Publishing	.3
ITE 245	Internship	.1-6
BUS 239	Project Management	.3
SEC 132	Intermediate Keyboard/Typing	.3

Sample Curriculum for Microsoft Office User Specialist Certificate

Fall Semester (17 credits)

ENG 131, MTH 120 or higher, ITE 101, ACC 211 or ACC 231, ITE 186

Winter Semester (15 credits)

ITE 129, ENG 232, ITE 043, ITE 092, ITE 127, ITE 130

Spring Semester (6 credits)

BUS 150 or BUS 155, 3 other credits