

MICROSOFT® OFFICE SPECIALIST

Business & Computer Technology Pathway



Upon completion, students are eligible to become a certified Microsoft® Specialist through Microsoft® Corporation.

16 CREDITS – ONE SEMESTER PROGRAM!



ABOUT THE CAREER

The Microsoft® Office Specialist Certificate will prepare you to be an integral office professional using Microsoft® computer application to create communications and reports, budgets and computational spreadsheets, presentation and data manipulations. Students use technology skills, Microsoft® applications proficiency, creativity, collaboration strategies and problem solving techniques to perform business operations. Students can get certified by Microsoft® as office specialists, and in addition they can continue to advance to the Executive Assistant Associate Degree.

SAMPLE TOPICS INCLUDED

- Keyboarding Speed and Accuracy
- Microsoft® Outlook®
- Microsoft® PowerPoint®
- Microsoft® Word®
- Microsoft® Excel®
- Microsoft® Access®
- Advanced Computer Information Technologies
- Cloud Collaboration/Office 365



PROGRAM HIGHLIGHTS

- Maximize use of Microsoft® Office applications
- Integrate applications for efficiency
- Utilize cloud features, collaboration strategies and social interaction
- Prepare for industry certification

POTENTIAL JOBS AND PAY

Depending on role and industry, pay ranges from \$30,000 to \$40,000 per year.

- Secretary, office support, general office, receptionist
- Financial clerk, bill and account collectors auditing clerk
- Information clerk, police/fire/health dispatch/office support, customer service representatives

Source: www.bls.gov/ooh/office-and-administrative-support/home.htm



FOR MORE INFORMATION visit online at www.jccmi.edu/program/marketing-program/

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