

Microsoft Office Certificate

This six-course, non-credit, certificate program is designed to provide participants with the skills to begin maximizing the integrated business applications of Microsoft Office.

In order to become proficient at using Microsoft Office, participants must complete one course from each of the three primary programs; Microsoft Word for word processing, Microsoft Excel for spreadsheet applications, and Microsoft Access for database. You may also choose from courses in Microsoft Power Point and Microsoft Office Networking Solutions in order to complete the certificate program. Courses are chosen from the following list:

***Microsoft Word** (choose at least one of the following)

- Introduction to Word
- Intermediate Word
- Advanced Word

***Microsoft Excel** (choose at least one of the following)

- Introduction to Excel
- Intermediate Excel
- Advanced Excel: Business Solutions
- Advanced Microsoft Excel

***Microsoft Access** (choose at least one of the following)

- Introduction to Access
- Intermediate Access (relational use)

***Microsoft PowerPoint** (optional)

- Introduction to PowerPoint

***Microsoft Outlook** (Optional)

- Introduction to Microsoft Outlook

Microsoft Publisher (Optional)

- Introduction to Microsoft Publisher

*Participants successfully completing three courses in any one of the primary programs will also be awarded a Certificate of Completion for that particular program.