

COMPUTER INFORMATION TECHNOLOGY - MICROSOFT OFFICE™ APPLICATIONS SPECIALIST, CERTIFICATE OF ACHIEVEMENT (LEVEL I)

CIT 124	Microsoft Office - PowerPoint	2
Credits		9
Spring		
CIT 210	Microsoft Office - Excel	3
MGT 251	Human Resources Management	3
MKT 208	Digital Marketing	2
Credits		8
Total Credits		17

NMC Code 035

The Microsoft Office™ Applications Specialist Certificate helps meet the demand for qualified and knowledgeable people in today's workplace. It helps students to acquire the desktop applications expertise and basic computer skills needed to work more productively and efficiently with Microsoft Office™.

This program requires Microsoft Office™ 2016 on a Windows computer (or on a Mac with a Windows partition). The software is available for download and is also at campus computer labs.

This NMC credential also serves to train candidates for the globally recognized Microsoft Specialist series of certifications. NMC is a Microsoft Office approved testing center, and the certification exams are administered at the Aero Park campus. For more information: (231) 995-2017.

Program Notes

- Students need beginning keyboarding skills. An online course is offered through our Extended Education Program.
- All courses in this certificate are required for the Level II Office Administration and the Level III Computer Support Specialist certificates.

Requirements

Certificate Requirements

Course	Title	Credits
Level I Certificate Requirements		
BUS 155	Interpersonal Communications	3
CIT 119	Microsoft Office - Word	3
CIT 122A	Computer & Internet Basics I	1
CIT 124	Microsoft Office - PowerPoint	2
CIT 210	Microsoft Office - Excel	3
MGT 251	Human Resources Management	3
MKT 208	Digital Marketing	2
Total Credits		17

Course Sequence Guide

Course	Title	Credits
Year 1		
Fall		
BUS 155	Interpersonal Communications	3
CIT 119	Microsoft Office - Word	3
CIT 122A	Computer & Internet Basics I	1