

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

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 an up-to-date version of Microsoft Office™ 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 certificate program is designed to prepare students for the following internationally recognized certifications:

Microsoft Office Specialist™ - Word  
 Microsoft Office Specialist™ - Excel  
 Microsoft Office Specialist™ - PowerPoint  
 Certipoint IT Specialist™ - Data Analytics

NMC is a Microsoft Office™ approved testing center, and the certification exams are administered on campus. For more information: (231) 995-1381.

## Program Notes

- Students need beginning keyboarding skills. An online course is offered through our Extended Education Program.
- Courses in this certificate are required for the Level II Office Administration and the Level II Computer Support Specialist certificates. Courses in this program can lead to an Associate in General Studies (AGS) degree.

## Requirements

### Certificate Requirements

Course	Title	Credits
<b>Level I Certificate Requirements</b>		
BUS 155	Interpersonal Communications	3
CIT 119	Microsoft Office - Word <sup>1</sup>	3
CIT 124	Microsoft Office - PowerPoint <sup>1</sup>	2
CIT 210	Microsoft Office - Excel <sup>1</sup>	3
CIT 211	Microsoft Power BI <sup>2</sup>	3
MKT 208	Digital Marketing	2
<b>Total Credits</b>		<b>16</b>

<sup>1</sup> Microsoft Office Specialist™ certification exam is included.

<sup>2</sup> Certipoint IT Specialist exam included.

## Course Sequence Guide

Course	Title	Credits
<b>Year 1</b>		
<b>Fall</b>		
BUS 155	Interpersonal Communications	3
CIT 119	Microsoft Office - Word <sup>1</sup>	3
CIT 124	Microsoft Office - PowerPoint <sup>1</sup>	2
CIT 210	Microsoft Office - Excel <sup>1</sup>	3
CIT 211	Microsoft Power BI <sup>2</sup>	3
MKT 208	Digital Marketing	2
<b>Credits</b>		<b>16</b>
<b>Total Credits</b>		<b>16</b>

<sup>1</sup> Microsoft Office Specialist™ certification exam is included.

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