

Microsoft Office Specialist

Certificate

Why Microsoft Office Specialist?

The Microsoft Office Specialist certificate assists students in developing professional-level competency with word processing, spreadsheet, presentation and personal information management software. Students may further enhance their employability options by completing an associate degree or seeking professional certifications.

Why Bay College?

The [Microsoft Office Specialist certificate program](#) at Bay College can benefit you in a number of ways. It can help you gain knowledge in the latest productivity software tools, setting you apart in today's competitive market. Additionally, it demonstrates a desire to keep technological skills up to date helping you become confident and technology proficient. If desired, it can be used a stepping stone to further your education in related areas.

Beyond Bay College

Students interested in transferring to a four-year institution to obtain a bachelor's degree or higher may find opportunities in the following areas of study:

- **Computer Information Systems**
- **Computer Information Technology**
- **Computer Networking/Web Development**
- **Information Assurance/Cyber Defense**
- **Information Systems**
- **Mobile and Web App Development**

Career Opportunities

O*NET OnLine has detailed descriptions of the world of work for use by job seekers, workforce development and HR professionals, students, researchers and more!

Contact

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Escanaba, MI 49829

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2801 N US 2
Iron Mountain, MI 49801

Office of Admissions
906-217-4010
admissions@baycollege.edu



baycollege.edu

Microsoft Office Specialist, Certificate

Award Granted Upon Completion: Certificate in Microsoft Office Specialist
Credits/Contacts Required: 30/30

Major code: 04/426
CIP Code: 520401

General Education Requirements (Min. 32 Credits)

Course #	Course Name	Cr
CIS 101	Computer Concepts & Applications	4#
CIS 123	Microsoft PowerPoint	1#
CIS 125	Business Technology Tools	2#
CIS 130	Spreadsheet Applications	3#
CIS 140	Database Applications	3#
CIS 240	Advanced Database Applications	3#
OIS 150	Word Processing Applications	4#
OIS 250	Advanced Word Processing Applications	3#
XXXX xxx	Approved Elective	7

* Approved Electives (Min. 7 Credits)

Course #	Course Name	Cr
BUSN 177	Mathematics of Business	3
BUSN 195	Business Communications	3
CIS 103	Visual Basic	4
CIS 115	Using Microsoft Windows	3
CIS 135	Introduction to Cybersecurity	2
CIS 203	Visual Basic for Applications	3
CIS 210	Web Page Design & Structure	3
CIS 215	Web Publishing	3
CIS 220	Java Programming	4
CIS 235	Mobile App Development	3
CNSS 130	Introduction to Networks	4
CNSS 150	A plus Computer Maintenance	4
CSCI 121	C++ Programming I	3

Suggested Sequences Per Semester

First Semester

Course #	Course Name	Cr/Ct
CIS 101	Computer Concepts & Applications	4#
CIS 123	Microsoft PowerPoint	1#
CIS 140	Database Applications	3#
OIS 150	Word Processing Applications	4#
XXXX xxx	Approved Elective	3/3

First Semester Total - Credit(s): 16 | Contacts: 16

Second Semester

Course #	Course Name	Cr/Ct
CIS 125	Business Technology Tools	2#
CIS 130	Spreadsheet Applications	3#
CIS 240	Advanced Database Applications	3#
OIS 250	Advanced Word Processing Applications	3#
XXXX xxx	Approved Elective	4/4

Second Semester Total - Credit(s): 15 | Contacts: 15

Note(s)

These courses must be taken within five years of graduation to meet certificate requirements.