

Certificate in Microsoft Office Specialist

Program Details

The Microsoft Office Certificate prepares students for the workforce with skills in Microsoft Office applications: word processing (Word); spreadsheet (Excel); database (Access); presentations (PowerPoint); and personal information management (Outlook).

Students completing this 15-credit program will have covered the content on the Microsoft Office Specialist Exams in Word, Excel, and PowerPoint.

Program Outcomes

Completion of the Microsoft Office Specialist Certificate will:

- Provide students with intensive, focused training in Microsoft Office applications.
- Provide students with the skills necessary to pass the MOS (Microsoft Office Specialist) Exam.

Academic Map

Certificate in Microsoft Office Specialist

A minimum of 10 classes and 14 credits are required. At least 6 credits of your program must be taken at Massasoit. As you work toward the completion of this certificate, please be aware that these courses also meet requirements in the Office Technologies certificate. Please review the requirements with an advisor and complete a Concurrent Curriculum form if you would also like to matriculate into an additional certificate program. Note: Each course completed and passed can only fulfill one program requirement. The same course cannot be used to satisfy multiple program requirements.

Semester 1

3 Credits in CTIM 100
Computer Keyboarding
1 Credit in CTIM 101
Beginning Windows
1 Credit in CTIM 102
Beginning Word
1 Credit in CTIM 103
Beginning Excel
1 Credit in CTIM 114
Beginning PowerPoint
1 Credit in CTIM 115
Intermediate PowerPoint
1 Credit in CTIM 117
Beginning Access
3 Credits in CTIM 266
Professional Development for Business

This academic map is a suggested semester-by-semester guide to keep you on a clear path to program completion. Please note that some classes are offered only in certain semesters, have prerequisites, or minimum passing grades. Winter and/or Summer Session classes may be available for some classes. Your [academic advisor](#) will provide you with clear direction needed to stay on course and discuss scheduling options with you. Taking courses not reflected on this map may result in courses not counting toward the completion of your requirements.