

Certificates in Microsoft® Office -Basic

Program Number: 90-103-1

Certificates

Business Technology Program Cluster

School of Business and Applied Arts

Certificate courses are offered at Madison; most courses are also offered at the Fort Atkinson, Reedsburg, Watertown and Portage campuses and online; some of them are also available in a bilingual format

For information call: (608) 246-6003 or
(800) 322-6282 Ext. 6003

About the Certificates

Madison College has developed basic and advanced certificates in Microsoft® Office products that can help you get hired, get promoted, or update your skills. These computer skills are essential for work in today's modern offices. Both certificates are available either online or in the classroom.

Students who successfully complete this certificate typically earn \$10.00 to \$12.00 per hour based on their experience and other job skills.

Admission Requirements

To review program admission requirements and application processing dates, visit the program's website at: <http://madisoncollege.edu/program-info/basic-certificate-in-microsoft-office>.

Requirements for Completion

The certificate will be awarded upon completion of the requirements with a minimum of a 2.0 grade average and no course grade lower than a C. The certificate will be awarded when completion of all requirements is verified after the semester the last course has been completed.

Microsoft® is a registered trademark of the Microsoft Corporation.

Note: All Microsoft Office courses use the 2013 version.

Curriculum

The courses listed below outline the requirements for completion for students officially admitted in the 2013-2014 academic year. Requirements for completion may vary depending on the semester in which a student is admitted. Current/continuing students should consult their Academic Requirements report available through their student center account for specific requirements, as requirements are subject to change.

		Credits	Hrs/week Lec-Lab
BASIC Certificate in Microsoft® Office			
10-103-122	Windows 8 <i>OR</i>	1	0.75-2.25
10-103-123	Windows 7.....	(1)	0.75-2.25
10-103-165	Outlook.....	1	0.75-2.25
10-103-137	Word-Beginning <i>OR</i>	1	0.75-2.25
10-106-107	<i>Business Document Applications</i>	(3)	3-0
10-103-133	Excel-Beginning <i>OR</i>	1	0.75-2.25
10-106-109	<i>Business Spreadsheet Applications</i>	(3)	3-0
10-103-145	Access-Beginning <i>OR</i>	1	0.75-2.25
10-106-240	<i>Business Information Management</i>	(3)	3-0
10-103-143	PowerPoint <i>OR</i>	1	0.75-2.25
10-106-231	<i>Business Presentations and Publications</i>	(3)	3-0
	Total	6	

ADVANCED Certificate in Microsoft® Office (Choose six courses from those listed below.)

10-103-125	Access-Intermediate.....	1	0.75-2.25
10-103-126	Word-Advanced*.....	1	0.75-2.25
10-103-127	Access-Advanced.....	1	0.75-2.25
10-103-132	Excel-Advanced**.....	1	0.75-2.25
10-103-136	Word-Intermediate*.....	1	0.75-2.25
10-103-139	Excel-Intermediate**.....	1	0.75-2.25
10-103-140	Publisher***.....	1	0.75-2.25
10-103-153	PowerPoint-Advanced***.....	1	0.75-2.25
	Total	8	

(Choose 6 of the 8 credits)

*10-106-107 *Business Document Applications*.....(3)..... 3-0
May be taken in lieu of Word-Intermediate and Word-Advanced

**10-106-109 *Business Spreadsheet Applications*.....(3)..... 3-0
May be taken in lieu of Excel-Intermediate and Excel-Advanced

***10-106-231 *Business Presentations and Publications*.....(3)..... 3-0
May be taken in lieu of Publisher and PowerPoint-Advanced

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Basic Certificate in Microsoft® Office

10-103-123 Windows 7 1 credit
Introduces the Windows 7 operating system: work with common elements (windows, menus, toolbars, panes, dialog boxes and Help), use accessory programs, manage files/folders, customize using the Control Panel and maintain the computer.

10-103-133 Excel-Beginning 1 credit
Introduction to Excel spreadsheet software. Create, edit, save, format, print, perform calculations, copy/move text and formulas, create charts, create complex formulas and expand use of functions. Prerequisite: Competency in Windows operating system.

10-103-137 Word-Beginning 1 credit
Introduction to Microsoft's word processing software. Create, edit, save, format and print basic documents; cut/copy/paste and find/replace text; apply font styles and effects; add bullets and numbering; work with tabs and indents; align text; apply borders and shading; use wizards and templates to produce documents; insert headers/footers; apply different formatting to document sections; create columns; insert Clip Art. Create and format tables, modify rows and columns, perform calculations, sort table data, customize tables. Prerequisite: Competency in Windows operating system.

10-103-143 PowerPoint 1 credit
Introduction to PowerPoint presentation software. Create, edit, save, and print a presentation. Insert clip art, apply animation and slide transition effects, import text, customize background and bullets, create a table and a chart, create a WordArt object, and create a Webpage from a PowerPoint slide. Prerequisite: Competency in Windows operating system AND experience using word processing software.

10-103-145 Access-Beginning 1 credit
Introduction to Access database software. Plan, create, edit, save, print and manage data; modify a database structure; relate tables; find, filter, query and sort data in tables; create forms and reports. Prerequisite: Competency in Windows operating system.

10-103-165 Outlook 1 credit
Use Microsoft's messaging and personal information management program. Communicate by email; schedule appointments, meetings and events; manage the Inbox, contact lists, tasks and notes; track and archive messages; configure and customize Outlook; record journal entries; manage Outlook components; integrate Outlook with other Office programs. Prerequisite: Competency in Windows operating system.

More detailed and updated information on this program may be available at: madisoncollege.edu. The college reserves the right to make changes in the regulations and courses announced in this publication without notice.

Madison Area Technical College provides equal opportunity in education and employment.

Advanced Certificate in Microsoft® Office

10-103-125 Access-Intermediate 1 credit
Share data among applications; create reports, forms and combo boxes; enhance forms with OLE fields, hyperlinks, and subforms; work with switchboards, PivotTables, and PivotCharts. Prerequisite: 10-103-145 or equivalent.

10-103-126 Word-Advanced 1 credit
Integrate Word with other Office programs; explore advanced graphics; construct, format and protect forms; work with charts and diagrams; develop documents in collaboration with others (add comments, track changes and compare and protect documents); apply advanced find/replace options; create macros; customize Word menus and toolbars. Prerequisite: 10-103-136 or equivalent.

10-103-127 Access-Advanced 1 credit
Apply advanced report and form techniques; use SQL and create multi-page forms; administer a database system; review database design principles. Prerequisite: 10-103-125 or equivalent.

10-103-132 Excel-Advanced 1 credit
Perform what-if analysis with Scenario Manager, data tables, Goal Seek and Solver; summarize data with PivotTables; exchange data with other programs including Access, Word and PowerPoint; audit and outline worksheets; program using Visual Basic for Applications. Prerequisite: 10-103-139 or equivalent.

10-103-136 Word-Intermediate 1 credit
Illustrate documents with graphics; create and format Webpages; add hyperlinks; merge Word documents; sort and filter records; work with Styles and Templates; use Outline view to develop multipage documents, adding footnotes/endnotes, a Table of Contents, cross-references, sections, and an Index. Prerequisite: 10-103-137 or equivalent.

10-103-139 Excel-Intermediate 1 credit
Work with financial functions, data tables, amortization schedules, hyperlinks, lists, templates, and multiple worksheets and workbooks. Prerequisite: 10-103-133 or equivalent.

10-103-140 Publisher 1 credit
An introduction to desktop publishing using Microsoft Publisher. Create, enhance and format publications; work with graphics objects; group and layer objects; insert tables; add special effects; use Publisher templates to design professional documents; draw and use shapes; produce multipage publications; and create an original Publisher publication. Prerequisite: Competency in Windows operating system AND experience using word processing software.

10-103-153 PowerPoint-Advanced 1 credit
Create tables and charts; add action buttons and hyperlinks; insert movie and sound clips; modify graphics; add custom animation to graphics, charts and graphs; create self-running presentations; narrate a presentation. Use your creative side to make your own design template. Design a PowerPoint game. Prerequisite: 10-103-143 or equivalent.

Career Potential:

- Administrative Professional
- Word Processing Specialist
- Secretarial Assistant
- Administrative Services Coordinator
- Program Assistant
- Clerical Assistant
- Office Assistant
- Document Specialist
- Administrative Clerk
- Customer Service Representative
- Office Support Assistant
- Office Administrator
- PC Specialist
- Data Entry Operator
- Information Assistant
- Executive Assistant

Alternate Courses

10-106-107 Business Document Applications 3 credits
Emphasis is placed on learning to use word processing software to efficiently and effectively produce business documents. Students will apply skills to solve practical problems in a project-based format. Explore fundamentals and best practices in document creation, editing, formatting, collaboration, tables, mail merge, desktop publishing, themes, templates, forms, and macros. Recommended prerequisite: Windows competency, including solid file management skills.

10-106-109 Business Spreadsheet Applications 3 credits
Create professional data-driven spreadsheets utilizing Excel spreadsheet software and information from a variety of data sources. Create charts and complex formulas; utilize advanced functions and apply conditional formatting; develop an Excel application with data validation, sheet protection, and macros. Work with financial tools and functions; perform what-if analysis with Scenario Manager, Data Tables, Goal Seek and Solver. Recommended prerequisite: Windows competency, including solid file management skills.

10-106-231 Business Presentations And Publications 3 credits
Create professional business presentations using PowerPoint and other presentation software. Explore best practices for designing and presenting. Work with graphics, slide master, sound, video, charts and tables. Add transitions, narration and animation to enhance your presentations. Explore desktop publishing using Publisher and other desktop publishing software. Apply basic design principles while creating flyers, newsletters, and brochures. Recommended prerequisite: Windows competency, including solid file management skills.

10-106-240 Business Information Management 3 credits
Concentrates on the fundamentals of managing the record life cycle; supplies and equipment; charge-out procedures; retention schedules; transfer methods; control measurements; imaging systems and information security. Incorporates database skills including how to plan, create, and manage data; modify a database structure; relate tables; find, filter, query and sort data; and create forms and reports. Recommended prerequisite: Windows competency, including solid file management skills.