

Certificates in Microsoft® Office -Advanced

Program Number: 90-103-5

Certificates

Business Technology Program Cluster

School of Agriscience and Technologies

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) 246-6800 or
(800) 322-6282 Ext. 6800

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.

Certificate Application Process

To apply, see: Apply Online (on the Madison College website). [Create an ApplyWeb account](#) and follow the [instructions](#) to complete the [Online Certificate Application](#) before the [application deadline](#). Submit the \$15 non-refundable fee (payable by credit card, debit card or electronic check) with your application. Applicants may submit more than one certificate application per term using the Online Certificate Application; the same fees apply for each additional application.

Unique 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 2010 version.

Curriculum

		Credits	Hrs/week Lec-Lab
BASIC Certificate in Microsoft® Office			
10-103-123	Windows 7 (Qtr 1)	1	0.75-2.25
10-103-165	Outlook	1	0.75-2.25
10-103-137	Word-Beginning	1	0.75-2.25
10-103-133	Excel-Beginning	1	0.75-2.25
10-103-145	Access-Beginning	1	0.75-2.25
10-103-143	PowerPoint	1	0.75-2.25
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-Intermediate	1	0.75-2.25
Total		8	

(Choose 6 of the 8 credits)

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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.

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-Intermediate 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

More detailed and updated information on this program may be available at: madisoncollege.org. 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.

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