

MICROSOFT OFFICE

DEGREES, CERTIFICATES AND AWARDS

Certificate of Achievement

DESCRIPTION

Microsoft Office is a suite of products developed by Microsoft that includes Microsoft Word, Excel, PowerPoint, Access, and Outlook. Each program serves a different purpose and is compatible with other programs included in the package. Microsoft Office is the most common form of software used in the business world.

Take your certificate a step further by becoming a Microsoft Office Specialist. Imperial Valley College's Microsoft Office certificate will prepare you to become a Microsoft Office Specialist, holding an industry standard certification that will take your career to the next level.

PROGRAM LEARNING OUTCOMES

1. Utilize office applications to run reports and infographs in a business setting.
2. Produce spreadsheets to demonstrate and analyze business solutions.
3. Share your thoughts and ideas by producing a Power Point presentation.

CERTIFICATE OF ACHIEVEMENT PROGRAM

The **Certificate of Achievement** program is designed for students with personal or occupational goals who wish early employment. To qualify for the Certificate, a student must satisfy the following requirements: (1) complete all courses listed for a particular certificate.; (2) achieve a "C" average (2.0 GPA) for all courses used to complete the certificate; and, (3) file a Certificate Application form with Admissions and Records by the appropriate deadline(s) identified on the application.

CAREER OPPORTUNITIES

- Office Manager
- Executive Assistant
- Administrative Assistant
- IT Support Technician
- SharePoint Specialist
- Database Specialist
- Workbook Developer
- Research Analyst
- Project Coordinator
- Administrative Assistant
- Office Technician
- Executive Secretary
- Administrative Manager
- Secretary
- Bookkeeper
- Receptionist
- Word Processor
- Records Manager
- Medical Office Assistant (See Allied Health program)
- Computer Applications Specialist

TRANSFER PREPARATION

Courses that fulfill major requirements for an associate degree at Imperial Valley College may not be the same as those required for completing the major at a transfer institution offering a bachelor's degree. Students who plan to transfer to a four-year college or university should schedule an appointment with an IVC Counselor to develop a student education plan (SEP) before beginning their program.

Transfer Resources:

www.ASSIST.org – CSU and UC Articulation Agreements and Majors Search Engine

www.CSUMentor.edu – CSU System Information

www.universityofcalifornia.edu/admissions/index.html - UC System Information

www.aiccu.edu – California Independent Colleges and Universities, Association of

<http://wiche.edu/wue> - Western Undergraduate Exchange Programs

FINANCIAL AID

Paying for the cost of a college education requires a partnership among parents, students and the college. As the cost of higher education continues to rise we want you to know that IVC offers a full array of financial aid programs – grants, work study, scholarships, and fee waivers (we do not participate in the federal loan programs). These programs are available to both full and part time students who are seeking a degree or certificate. For those who qualify, financial aid is available to help with tuition, fees, books and supplies, food, housing, transportation, and childcare. Please log onto our website for additional information: www.imperial.edu/students/financial-aid-and-scholarships/

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CERTIFICATE PROGRAM

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Eight (8.0) units required for the certificate.

ALL COURSES FOR THIS CERTIFICATE MUST BE COMPLETED WITH A MINIMUM GRADE OF "C" OR BETTER.

I. Required courses for the certificate (8.0 units)

CIS	115	Microsoft Outlook	1.0
CIS	120	Microsoft Word I	1.0
CIS	121	Microsoft Word II	1.0
CIS	124	EXCEL I	1.0
CIS	125	EXCEL II	1.0
CIS	128	Microsoft Access	1.0
CIS	130	Power Point I	1.0
CIS	131	Power Point II	1.0

Total Certificate Units

8.0