

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**

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