OFFICE SOFTWARE APPLICATIONS - UNDERGRADUATE CERTIFICATE

College of Applied and Technical Studies
www.kent.edu/cats

About This Program

The Office Software Application undergraduate certificate provides a solid background in Microsoft Office software applications to assist individuals in becoming productive office workers. The program enables students to establish or update skills using the latest version of software that is commonly used in offices today.

Contact Information

- **John Baker** | jbaker96@kent.edu | 330-308-7570
- Speak with an Advisor
  - Ashtabula Campus
  - Tuscarawas Campus
- Chat with an Admissions Counselor

Program Delivery

- **Delivery:**
  - Fully online

Examples of Possible Careers and Salaries*

Receptionists and information clerks

- 3.6% about as fast as the average
- 1,105,300 number of jobs
- $31,110 potential earnings

* Source of occupation titles and labor data comes from the U.S. Bureau of Labor Statistics' Occupational Outlook Handbook. Data comprises projected percent change in employment over the next 10 years; nation-wide employment numbers; and the yearly median wage at which half of the workers in the occupation earned more than that amount and half earned less.

Admission Requirements

The university affirmatively strives to provide educational opportunities and access to students with varied backgrounds, those with special talents and adult students who graduated from high school three or more years ago.

Kent State campuses at Ashtabula, East Liverpool, Geauga, Salem, Stark, Trumbull and Tuscarawas, and the Twinsburg Academic Center, have open enrollment admission for students who hold a high school diploma, GED or equivalent.

Some programs may require that students meet certain requirements before progressing through the program. For programs with progression requirements, the information is shown on the Coursework tab.

International Students: All international students must provide proof of English language proficiency (unless they meet specific exceptions to waive) by earning a minimum 71 TOEFL iBT score, minimum 6.0 IELTS score, minimum 47 PTE score or minimum 100 DET score, or by completing the ELS level 112 Intensive English Program. For more information on international admission visit the admissions website for international students.

For more information on admissions, contact the Regional Campuses admissions offices.

Program Requirements
Certificate Requirements

Code	Title	Credit Hours
Certificate Requirements		
IT 21010	WORKGROUP PRODUCTIVITY SOFTWARE	3
OTEC 16620	WORD PROCESSING I	3
OTEC 16621	WORD PROCESSING II	3
OTEC 16625	BUSINESS PRESENTATIONS	3
OTEC 16639	DATABASE APPLICATIONS	3
OTEC 26611	SPREADSHEET APPLICATIONS	3
OTEC 26640	CURRENT TECHNOLOGIES	3
Minimum Total Credit Hours:		**21**

Graduation Requirements

Minimum Certificate GPA	Minimum Overall GPA
2.000	2.000

- Students must complete a minimum of 15 credit hours of the certificate curriculum at Kent State University.
- Maximum 6 credit hours of transfer credits may be used as long as letter grades appear on original transcripts.

Roadmap

This roadmap is a recommended semester-by-semester plan of study for this program. Students will work with their advisor to develop a sequence based on their academic goals and history. Courses designated as critical (!) must be completed in the semester listed to ensure a timely graduation.

	Semester One		**Credits**
!	OTEC 16620	WORD PROCESSING I	3
	OTEC 16621	WORD PROCESSING II	3
!	OTEC 26611	SPREADSHEET APPLICATIONS	3
		Credit Hours	**9**
	Semester Two		
!	OTEC 16639	DATABASE APPLICATIONS	3
	OTEC 26640	CURRENT TECHNOLOGIES	3
		Credit Hours	**6**
	Semester Three		
	IT 21010	WORKGROUP PRODUCTIVITY SOFTWARE	3

OTEC 16625	BUSINESS PRESENTATIONS	3
Credit Hours		**6**
Minimum Total Credit Hours:		**21**

Program Learning Outcomes

Graduates of this program will be able to:

1. Create state of-the-art documents, using guidelines, terminology and basic publication concepts of business standards.
2. Select the most appropriate software to use in creating specific business documents that meet industry standards.
3. Assemble critical business data using spreadsheet and database software.
4. Combine data from their original software to another for upgraded usage.
5. Design projects with the use of current office software applications.