



BIS 1220 – Word Processing Software Credit Type – **Articulated (AA)**

Course Description and Learning Outcomes:												
https://www.sinclair.edu/course/params/subject/BIS/courseNo/1220/												
Faculty Pathway Specialist(s) (Please include name, email and office hours):												
Ryan Murphy – Ryan.Murphy@sinclair.edu												
What credential(s) is/are required to earn this credit?												
Articulated credit will be awarded if a student passes the Microsoft Office Specialist (MOS) Word Expert certification exam.												
What credentialing body(ies) should be used?												
Microsoft												
What documentation is required to earn the credit?												
Proof of passing Microsoft Office Specialist (MOS) Word Expert certification exam												
Resources Needed to Offer Course (software, equipment, books [include ISBN and edition], etc. – please include any associated costs):												
Tech Prep students can test in either the Office 2019 or Office 365 version for the 23-24 AY but starting 24-25 AY, everyone must be using the Office 365 version												
Additional course details or requirements important for instructors not covered above:												
N/A												
Most common (or popular) degrees this course is in?												
<table border="1"><tr><td>BIS.S.AAS</td><td>Business Information Systems</td></tr><tr><td>BUIPS.CRT</td><td>Business Information Systems/Information Processing</td></tr><tr><td>BUMS.S.CRT</td><td>Business Information Systems/Medical Office Specialist</td></tr><tr><td>PCB.S.CRT</td><td>Business Information Systems/Personal Computers in Business</td></tr><tr><td>PRW.S.STC</td><td>Professional Writing</td></tr><tr><td>SA.S.STC</td><td>Software Applications for the Professional</td></tr></table>	BIS.S.AAS	Business Information Systems	BUIPS.CRT	Business Information Systems/Information Processing	BUMS.S.CRT	Business Information Systems/Medical Office Specialist	PCB.S.CRT	Business Information Systems/Personal Computers in Business	PRW.S.STC	Professional Writing	SA.S.STC	Software Applications for the Professional
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