BIS 1250 – Specialized Business Software Application
Credit Type – **Articulated** (AA)

Course Description and Learning Outcomes:
https://www.sinclair.edu/course/params/subject/BIS/courseNo/1250/
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) certification exam for Microsoft Outlook
What credentialing body(ies) should be used?
Microsoft
What documentation is required to earn the credit?
Proof of passing the Microsoft Office Specialist (MOS) Outlook certification
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?

BUIP.S.CRT	Business Information Systems/Information Processing
SA.S.STC	Software Applications for the Professional