

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 must test using Office 365/2021	
Additional course details or requirements important for instructors not covered above:	
N/A	
Most common (or popular) degrees this course is in?	
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