




Wisconsin Indianhead Technical College (W I T C) Programs and Certiport Certification Crosswalk (2019-2020)

Educational and training experiences offered through company training programs or through professional institutions may be reviewed for transfer credit (credit from prior learning). **Official certificates or original records (as noted below) must be submitted to verify the credential earned.**

The following current industry certification	=	W I T C Administrative Professional and Pathways Program Courses
<p>2016 Microsoft Office Specialist (MOS) – SPECIALIST Level Certifications.</p> <p><i>Individuals become Specialist certified by completing and passing <u>one</u> of Microsoft’s office technologies. Individuals could receive multiple certifications in this area.</i></p>	<p>Microsoft Office Specialist</p>	<p>To Verify Validity of Certification, go to Certiport 2016 Microsoft Office Specialist (MOS) Specialist Certification Website</p>
<p>Certiport MOS 2016 Certification: Word</p>	<p>This certification may allow for transfer credit for the following WITC course</p>	<p>10103146 MS Word A <i>This course is in the following programs: Accounting, Accounting Assistant, Administrative Professional, Billing and Posting Clerk, Business Management, Financial Services, Financial Services Customer Representative, Healthcare Receptionist, Health Office Professional, Human Resource Management, Leadership Development, Medical Administrative Professional, Microsoft Office, Office Support Specialist, and Office Technology Assistant</i></p>
<p>Certiport MOS 2016 Certification: Excel</p>	<p>This certification may allow for transfer credit for the following WITC course</p>	<p>10103151 MS Excel A <i>This course is in the following programs: Accounting, Accounting Assistant, Administrative Professional, Billing and Posting Clerk, Business Management, Financial Services, Financial Services Customer Representative, Health Office Professional, Human Resource Management, Leadership Development, Microsoft Office, Medical Administrative Professional, Medical Billing Specialist, Office Support Specialist, and Office Technology Assistant</i></p>
<p>Certiport MOS 2016 Certification: Powerpoint</p>	<p>This certification may allow for transfer credit for the following WITC course</p>	<p>10103106 MS PowerPoint <i>This course is in the following programs: Administrative Professional, Business Management, Financial Services, Financial Services Customer Representative, Human Resource Management, Leadership Development, Microsoft Office, and Office Support Specialist</i></p>

The following current industry certification	=	W I T C Administrative Professional and Pathways Program Courses
Certiprot MOS 2016 Certification: Outlook	This certification may allow for transfer credit for the following WITC course	10103125 MS Outlook <i>This course is in the following programs: Administrative Professional, Business Management, Healthcare Receptionist, Health Office Professional, Medical Administrative Professional, Microsoft Office, Office Support Specialist, and Office Technology Assistant</i>
Certiprot MOS 2016 Certification: Access	This certification may allow for transfer credit for the following WITC course	10103162 MS Access A <i>This course is in the following programs: Accounting, Accounting Assistant, Administrative Professional, Billing and Posting Clerk, Business Management, Microsoft Office, and Office Support Specialist</i>
2016 Microsoft Office Specialist (MOS) – EXPERT Level Certification. <i>Individuals become Expert certified by completing and passing the exams in Word and Excel.</i>		To Verify Validity of Certification, go to Certiport 2016 Microsoft Office Specialist (MOS) Expert Certification Website
Certiprot MOS 2016 Certification: Word and Certiprot MOS 2016 Certification: Excel	This certification may allow for transfer credit for the following WITC course	10103146 MS Word A <i>This course is in the following programs: Accounting, Accounting Assistant, Administrative Professional, Billing and Posting Clerk, Business Management, Financial Services, Financial Services Customer Representative, Healthcare Receptionist, Health Office Professional, Human Resource Management, Leadership Development, Medical Administrative Professional, Microsoft Office, Office Support Specialist, and Office Technology Assistant</i> 10103147 MS Word B (corequisite 10103146 MS Word A) <i>This course is in the following programs: Administrative Professional, Health Office Professional, Medical Administrative Professional, Microsoft Office, Office Support Specialist, and Office Technology Assistant</i> and 10103151 MS Excel A <i>This course is in the following programs: Accounting, Accounting Assistant, Administrative Professional, Billing and Posting Clerk, Business Management, Financial Services, Financial Services Customer Representative, Health Office Professional, Human Resource Management, Leadership Development, Medical Administrative Professional, Medical Billing Specialist, Microsoft Office, Office Support Specialist, and Office Technology Assistant</i> 10103152 MS Excel B (corequisite 10103151 MS Excel A) <i>This course is in the following programs: Accounting, Accounting Assistant, Administrative Professional, Billing and Posting Clerk, Business Management, Financial Services, Financial Services Customer Representative, Human Resource Management, Medical Administrative Professional, Medical Billing Specialist, and Microsoft Office</i>

The following current industry certification	=	W I T C Administrative Professional and Pathways Program Courses
<p>2016 Microsoft Office Specialist (MOS) – MASTER Level Certification.</p> <p><i>Individuals become master certified by completing and passing one of the following technologies (PowerPoint, Access or Outlook) AND the two Expert Exams</i></p>	<p>Microsoft Office Specialist Master</p>	<p>To Verify Validity of Certification, go to Certiport 2016 Microsoft Office Specialist (MOS) Certification Website</p>
<p>Certiport MOS 2016 Certification: PowerPoint or Certiport MOS 2016 Certification: Outlook or Certiport MOS 2016 Certification: Access</p>	<p>This certification may allow for transfer credit for the following WITC course</p>	<p>10103106 MS PowerPoint <i>This course is in the following programs: Administrative Professional, Business Management, Financial Services, Financial Services Customer Representative, Human Resource Management, Leadership Development, Microsoft Office, and Office Support Specialist</i> or 10103125 MS Outlook <i>This course is in the following programs: Administrative Professional, Business Management, Healthcare Receptionist, Health Office Professional, Medical Administrative Professional, Microsoft Office, Office Support Specialist, and Office Technology Assistant</i> or 10103162 MS Access A <i>This course is in the following programs: Accounting, Accounting Assistant, Administrative Professional, Billing and Posting Clerk, Business Management, Microsoft Office, and Office Support Specialist</i></p>
<p>Certiport MOS 2016 Certification: Word Expert</p>	<p>This certification may allow for transfer credit for the following WITC course</p>	<p>10103146 MS Word A <i>This course is in the following programs: Accounting, Accounting Assistant, Administrative Professional, Billing and Posting Clerk, Business Management, Financial Services, Financial Services Customer Representative, Healthcare Receptionist, Health Office Professional, Human Resource Management, Leadership Development, Medical Administrative Professional, Microsoft Office, Office Support Specialist, Office Technology Assistant</i></p> <p>10103147 MS Word B (corequisite 10103146 MS Word A) <i>This course is in the following programs: Administrative Professional, Health Office Professional, Medical Administrative Professional, Microsoft Office, Office Support Specialist, and Office Technology Assistant</i></p>

The following current industry certification	=	W I T C Administrative Professional and Pathways Program Courses
Certiport MOS 2016 Certification: Excel Expert	This certification may allow for transfer credit for the following WITC course	<p>10103151 MS Excel A <i>This course is in the following programs: Accounting, Accounting Assistant, Administrative Professional, Billing and Posting Clerk, Business Management, Financial Services, Financial Services Customer Representative, Health Office Professional, Human Resource Management, Leadership Development, Medical Administrative Professional, Medical Billing Specialist, Office Support Specialist, Office Technology Assistant, and Microsoft Office</i></p> <p>10103152 MS Excel B (corequisite 10103151 MS Excel A) <i>This course is in the following programs: Accounting, Accounting Assistant, Administrative Professional, Billing and Posting Clerk, Business Management, Financial Services, Financial Services Customer Representative, Human Resource Management, Medical Administrative Professional, Medical Billing Specialist, and Microsoft Office</i></p>

**No expiration on MOS certifications

WITC STAFF ONLY: 12/4/2017; 2/15/18; 7/26/2018, 11/30/2018, 3/5/2019
 Academic Affairs / Industry Credentials and CPL Crosswalks

WITC CPL Data Entry Instructions - Certiport:

TESTID (for all): MCERTIPORT (formerly ADMINPROF) – new test ID effective date 7/24/2018

TEST COMPONENT:

- For Microsoft Office Specialist – Specialist Level use: MOSS
- For Microsoft Office Specialist – Expert Level use: MOSE
- For Microsoft Office Specialist – Master Level use: MOSM

RCC CODE (for all): 5J (Exam – National Standard)