

# Data Processing Specialist

405 Hour / 12 Weeks

## Program Objectives:

This program of study introduces the student to the Computer and its applications in the workplace. Through lecture and appropriate Lab Training, the program will provide the student with the technical, manual and manipulative skills and knowledge to be employed as an Data Entry Clerk, Data Entry Operator.

Courses include DOS, Windows XP and the latest Microsoft Applications. This program is designed to provide the student with the knowledge and skills to be fully effective and efficient in an office environment.

## Courses:

<b>Introduction to the Personal Computer</b>
<b>Introduction to DOS</b>
<b>Windows</b>
<b>Microsoft Word</b>
<b>Microsoft Excel</b>
<b>Microsoft Access</b>
<b>Microsoft PowerPoint</b>
<b>Keyboarding Techniques</b>
<b>Microsoft Outlook</b>
<b>Resume Prep</b>
<b>Microsoft Office</b>
<b>Speed testing</b>
<b>Internet Explorer</b>
<b>Certification Prep</b>
<b>Career Development</b>