

Expert Microsoft Office Specialist

405 HOUR PROGRAM

Program Objectives:

This program of study prepares the students who want to become certified as a Microsoft Office Specialist EXPERT 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 upper level Microsoft Office Specialist.

The program is designed to provide students with the knowledge and skills necessary to perform office functions as well as building a foundation for other Microsoft Certifications.

Courses:

Windows
Microsoft Word (Introduction to POST Advanced)
Microsoft Excel (Introduction to POST Advanced)
Microsoft Access (Introduction to POST Advanced)
Microsoft PowerPoint (Introduction to POST Advanced)
Microsoft Outlook (Setup, Email, Calendar, Tasks, Journal Entries, Contact Information, Address Book and more!)
Microsoft Front Page (Introduction to Advanced)
Microsoft Publisher (Introduction to Advanced)
Internet Explorer (Introduction to Advanced)
Microsoft Certification Prep (For the Certification Exams by Microsoft)
Career Development
Job Placement Assistance
Resume Preparation