

Microsoft Office Specialist

337.5 Hours / 10 Weeks

Program Objectives:

This program of study prepares the students who want to become Microsoft Office Specialists (MOS) formerly known as (MOUS). 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 entry 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:

Introduction to the Computer and Keyboarding Techniques
Windows
Microsoft Word (Introduction to Advanced)
Microsoft Excel (Introduction to Advanced)
Microsoft Access (Introduction to Advanced)
Microsoft PowerPoint (Introduction to Advanced)
Microsoft Outlook Overview
Internet Explorer (Introduction to Advanced)
Career Development
Job Placement Assistance
Resume Preparation