

# Microsoft Office Advanced User Specialist

## 405 Hour Program

### Program Objectives:

This program of study prepares the students who want to become an Advanced Microsoft Office User Specialists (MOUS ADV). The NEW Title from Microsoft for the program is MOS (Microsoft Office Specialist) 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 advanced office functions, such as: Word Processing, Spreadsheet analysis, Database Design and Entry, Web Site Design and Updates, And Desktop Publishing as well as building a foundation for other Microsoft Certifications.

### Courses:

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