

Microsoft Office Specialist

With QuickBooks

370-Hours / 11 Weeks

Program Objectives:

This program of study prepares the student to become a Microsoft Office Specialist and have the opportunity to work in an Accounting area as well. 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, Accounting Clerk, Administrative Assistant, Bookkeeper, Secretary or any Office position.

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

Courses:

Windows
Microsoft Word (Introduction to Advanced)
Microsoft Excel (Introduction to Advanced)
Microsoft Access (Introduction to Advanced)
Microsoft Outlook Overview
Internet Explorer (Introduction to Advanced)
QuickBooks Professional
Career Development
Job Placement Assistance
Resume Preparation