

MICROSOFT OFFICE SPECIALIST FOR THE VISUALLY IMPAIRED

Classes for the Blind and Low Vision Users

540-Hours / 16 Weeks

Program Objectives:

This program of study prepares Visually Impaired students who want to become a Microsoft Office Specialist (MOS) and learn Basic Braille. 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 classes are designed for the Blind and Low Vision Users.

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:

Jaws for Windows
Basic Braille
Intermediate Braille
Advanced Braille
Microsoft Windows
Microsoft Word
Microsoft Excel
Microsoft PowerPoint
Internet Explorer
Test Preparation
Career Development