

# Microsoft Applications and Technologies

## (Youth Program)

### 162 Hour Program

#### Program Objectives:

This program of study prepares the high school age student to use the Microsoft Applications for a variety of general uses, including school and work. Through lecture and appropriate Lab Training, the program will provide the student with the technical, manual and manipulative skills and knowledge to be competent in the use of the Microsoft Office package.

Students attend classes in the after school program at T.H.E. Technologies, LLC. The program begins at 3 p.m. until 6 p.m. During the week. The Students receive a weekly paycheck plus they receive an afternoon snack.

During the Summer, the program will run from Monday to Friday from 9:00 a.m. to 4:00 p.m. Student will receive a paycheck, but are responsible for their own lunch and snacks. The program will run for approximately 7 weeks. Starting in July and ending Mid August.

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

#### Courses:

<b>Introduction to the Computer and Keyboarding Techniques</b>
<b>Windows XP</b>
<b>Microsoft Word</b>
<b>Microsoft Excel</b>
<b>Microsoft Access</b>
<b>Microsoft PowerPoint</b>
<b>Microsoft Publisher</b>
<b>Microsoft FrontPage</b>
<b>Six Pillars of Character Building</b>
<b>Internet Explorer</b>
<b>Career Development</b>
<b>Job Search, Job Placement Assistance</b>
<b>Resume Preparation</b>
<b>Interviewing Techniques</b>