

AFFORDABLE COMPUTER TRAINING PROGRAMS

Microsoft Office Specialist (MOS) certification is for those looking to demonstrate proficiency in one or more Office programs.

MICROSOFT OFFICE SPECIALIST, WORD, 16 Hours

Microsoft Office, Word Level 1

Students will create, edit, and enhance standard business documents using MS Office Word 2016

Microsoft Office Word Level 2

Students will create complex documents and build personalized efficiency tools using MS Office Word, 2016

MICROSOFT OFFICE SPECIALIST, EXCEL, 2016, 16 Hours

Microsoft Office Excel Level 1

Learn how to create a spreadsheet for a personal budget, enter & calculate data; format Spreadsheet

Microsoft Office Excel Level 2

Learn how to create a spreadsheet for a personal budget, enter & calculate data; format Spreadsheet

MICROSOFT OFFICE SPECIALIST, POWERPOINT, 2016, 16 Hours

Microsoft Office PowerPoint, Level 1

Learn how to create a slide presentation; insert graphics, and slide transitions

Microsoft Office PowerPoint, Level 2

Learn how to use advanced features in PowerPoint such as animation, inserting tables, charts, video, and audio

MICROSOFT OFFICE SPECIALIST, ACCESS 2016, 16 Hours

Microsoft Office Access Level 1

Learn Access Basics; Design a Database; Build a Database; Work with Forms; Sort, Retrieve, Analyze Data; Work with Reports; Access with Other Applications; Manage an Access Database

MS Office Access Level 2

Students will create complex Access databases by structuring existing data, writing advanced queries, working with macros, and performing database maintenance

QUICKBOOKS SPECIALIST, 16 Hours

QuickBooks Level 1

Students will learn how to use the QuickBooks Online version. Student will learn how to use the QuickBooks basics, set up a company, work with lists, set up inventory, sell your product, invoice for services, process payments, work with bank accounts, enter and pay bills with QuickBooks.

QUICKBOOKS LEVEL 2

Students will learn to memorize transactions, customize forms, use other QuickBooks accounts, create reports, create graphs, track and pay sales tax, and prepare payroll with QuickBooks