



AFFORDABLE COMPUTER TRAINING PROGRAM

Microsoft Office Specialist (MOS) certification is for those looking to demonstrate proficiency in one or more Office programs. 112 Program Hours

PC Basics, 24 Hours

PC Basics (#016) Introduction to PC Basics is designed to familiarize students with computers and their applications. Students will learn fundamental concepts of computer hardware and software; open save files; download files; and become familiar with a variety of computer applications, such as word processing, Internet, and Email. Students will learn how to key by touch on standard keyboard; create well organized documents; Type using the home row; Not look at the keyboard while typing; Increase typing speed and accuracy

MICROSOFT OFFICE SPECIALIST, WORD, 32 Hours

Microsoft Office, Word Level 1

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

Microsoft Office Word Level 2

Students will create complex documents and build personalized efficiency tools using MSOffice

MICROSOFT OFFICE SPECIALIST, EXCEL, 32 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, 16 Hours

Microsoft Office PowerPoint, Level 1

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

Microsoft Office PowerPoint, Level 2

MS Office Outlook, Level 1, 8 Hours

Learn how to compose and send emails; schedule appointments and meetings; manage contact information; schedule tasks and to-do lists; and create notes