



**Extended Studies & Workforce Education Division
Norwalk Community College
Prepare for Microsoft Office Specialist (MOS Certification)
Certificate Program**

<u>Course</u>	<u>Total Hours</u>	<u>Total Sessions</u>	<u>Tuition*</u>	<u>Textbook</u>
1. Microsoft Word	18	6	\$329	N/A
2. Microsoft Excel	18	6	\$329	N/A
3. Microsoft PowerPoint	18	6	\$329	N/A
4. Microsoft Access	18	6	\$329	N/A
5. Microsoft Outlook	18	6	\$329	N/A

*Tuition subject to change.

*Please refer to the Extended Studies & Workforce Education current catalog for course specifics
(tuition, start date, class time slot and location).*

Course Descriptions

Microsoft Word

Microsoft Word 2016 takes word processing to a new level by automating common tasks and providing powerful tools to create professional-looking documents quickly and easily. Students will learn the essential vocabulary, concepts, and features of Microsoft Word, create and format documents, apply advanced formatting features, and use mail merge.

Prerequisite: Computer Basics, Intro to Windows or equivalent experience. Students should be familiar with using both a keyboard and mouse.

Microsoft Excel

Whether you are developing a household budget, analyzing portfolio returns, or calculating mortgage payments, Microsoft Excel 2016 is the tool for organizing, analyzing and reporting complex data! Excel's powerful analytical tools will enable you to build complex models, analyze scenarios, and solve problems with ease. Students create and format spreadsheets, create and edit formulas, create charts. Advance features, such as scenario building, goal seeking and pivot tables are introduced, along with many of Excel's powerful built-in functions.

Prerequisite: Basic computer skills and working knowledge of Windows

Microsoft PowerPoint

Microsoft PowerPoint 2016 allows users to deliver professional presentations and slide shows in any setting, from the boardroom to the Internet. With its easy-to-use formatting and multimedia tools, PowerPoint is the ticket to powerful business proposals, winning sales presentations and effective educational aids. Students create formal presentations, complete with graphics, organization charts and data imported from spreadsheets and other programs. Students learn to use slide transitions, sound and animation effects effectively. This hands-on course links state-of-the-art technology to give students the support, skill, and confidence needed to make their ideas shine!

Prerequisite: Basic computer skills and working knowledge of Windows

Please Note: Students must bring a flash drive to class.

Microsoft Access

Databases are indispensable for businesses, and the most popular database program for small businesses is Microsoft Access 2016. This object-oriented relational database enables even non-technical users to organize, analyze and report on large amounts of complex data. Students will learn the essentials for planning and designing databases, building and modifying tables and forms, define table relationships, producing reports, working with queries in Access and integrating with Microsoft Word and Excel. During this six-week class, each student will create a complete database application for managing contacts.

Prerequisite: Computer Basics, Intro to Windows or equivalent.

Microsoft Outlook

Microsoft Outlook 2016 is the preeminent PIM or Personal Information Manager in the workplace today; It is the standard-bearer. This introductory class will cover the fundamentals of Microsoft Outlook 2010. We will learn how to use Tasks to help us maintain our ever changing To-Do lists. We will learn how to enter and maintain a list of Contacts, so we can easily communicate. Using Outlook 2010 Mail, we will perform all the most sought after functions like: sending, receiving, attaching files signatures, viewing conversations, and more. Finally, we will cover the Calendar. At the heart of Outlook 2010 is the most robust calendar available today. Together we will create appointments, events, meetings and learn to make them recurring. We will also learn to: set reminders, create additional calendars, and print our calendars. Who should enroll: Those seeking to learn the most widely used contact management program. Those seeking to learn new skills to enter the workforce. Those looking to acquire new skills for advancement in the workplace.

Prerequisites:

The ability to surf the internet, download files, create favorites, send and receive email messages, create and edit documents using Microsoft Word.

Please see next page for important employment related information.

Employment Related Information

- Certificate holders can expect to find most of their employment opportunities in roles requiring a strong knowledge in multiple Office programs as a supporting skill.
- Job Search Keywords: data management specialist, telecommunications specialist, information security specialist, data entry, IT support
- O*NET: A tool for career exploration and job analysis!

O*NET OnLine has detailed descriptions of the world of work for use by job seekers, workforce development and HR professionals, students, researchers, and more! <https://www.onetonline.org/>
Type in Microsoft Office Specialist in "Keyword or O*NET-SOC Code"

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