Today’s workforce employers demand skilled employees and a MOS Certification demonstrates that an individual meets the industry’s standard for Microsoft Office proficiency. This comprehensive series of courses is designed to offer the student a command of Microsoft Office software solutions.

To receive certification as a MOS Office Specialist, a student must pass an exam administered by Microsoft for the specific application studied. The MOS exam has two levels of difficulty: proficient and expert. Successful completion of a MOS exam indicates to an employer that an individual meets the industry’s standard for Microsoft Office desktop training.


<table>
<thead>
<tr>
<th>Course</th>
<th>Total Hours</th>
<th>Total Sessions</th>
<th>Tuition*</th>
<th>Textbook</th>
</tr>
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<tbody>
<tr>
<td>1. Microsoft Word</td>
<td>18</td>
<td>6</td>
<td>$329</td>
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<td>2. Microsoft Excel</td>
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<td>3. Microsoft PowerPoint</td>
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<td>4. Microsoft Access</td>
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<td>5. Microsoft Outlook</td>
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*Tuition subject to change.

Please refer to the current Continuing Education & Workforce Development 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 will learn to create and format spreadsheets, create and edit formulas, and create charts. Advance features, such as scenario building, goal seeking and pivot tables will also be 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 formatting and multimedia tools, PowerPoint is a powerful tool to use to prepare business proposals, winning sales presentations and effective educational aids. Students will be introduced to formal presentations, complete with graphics and smart-art charts. Students will receive an in-depth understanding of the difference between animations and transitions. This hands-on course links state-of-art technology along with an online syllabus to give students the support, skill, and confidence needed to develop these skills beyond the classroom.

Prerequisite: An understanding and working knowledge of Microsoft Windows

Please Note: Students must bring a thumb 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 Microsoft Windows or equivalent.

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

Microsoft Outlook

Microsoft Outlook 2016 is the preeminent workplace Personal Information Manager (PIM). This introductory class will cover the fundamentals of Microsoft Outlook. Students will learn how to (a) use Tasks to help maintain the ever-changing To-Do lists, (b) enter and maintain a list of Contacts, (c) use Outlook Mail and execute the most sought after functions (sending, receiving, attaching files, signatures, viewing conversations, etc.) and learn about the Calendar feature (create appointments, events, meetings and learn to make them recurring, set reminders, create additional calendars, and print calendars.
Prerequisites:

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

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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