

Office Tracks

Learn MS Office Applications
Earn Microsoft Certified Application Specialist Certifications



<i>All Office Tracks offer core applications:</i>		Start Date _____	End Date _____
Windows Introduction	6-hours	MS PowerPoint Introduction	6-hours
Internet & Online Job Search	6-hours	MS PowerPoint Advanced	6-hours
MS Word Introduction	6-hours	MS Excel Introduction	6-hours
MS Word Intermediate	6-hours	MS Excel Intermediate	6-hours
Word Applied: Includes Recreating a Basic Document, Creating a Tip Sheet, and Using Resume & Cover Letter Templates	6-hours	Excel Applied: Includes Creating a Budget Worksheet and a Simple Job Search Database to Mail Merge a Cover Letter	6-hours
MS Outlook Introduction	6-hours	MS Access Introduction	12-hours
Exam Cram and Practice Test	6-hours	Labs	Unlimited

Tailor your classes to suit your needs. Students may exchange equivalent hours of instruction to learn a different application.

***NEW!* Using Technology to Get the Job Seminars Included**

Job Search Strategies - Resume Workshop - Online Job Search
Interview Prep – Practical Interviewing

Office Specialist – 84 Hours of Instruction **\$2,295**

Benefits: Learn core applications for office environment

Office Expert – 96 Hours of Instruction **\$2,595**

Upgrade from Office Specialist: Add MS Word and Excel Advanced
Earn 2 Microsoft Certified Application Specialist certifications

Office Master – 126 Hours of Instruction **\$3,395**

Upgrade from Office Expert: Add MS Access Intermediate and Advanced
Add Outlook Intermediate
Earn 5 Microsoft Certified Application Specialist certifications