

# Microsoft Office Specialist

Total Program Hours: 1,090  
Total Weeks: 48



## Discovering Computers

Concepts for a Digital World ( 90 Hours)

An in-depth study of introductory computer concepts, this module explains why computers are essential components in today's business and society. Examine the fundamentals of computer hardware, software and the Internet.

## Windows ( 31 Hours)

Learn the essentials of working with Windows. This module exposes students to real-world examples and procedures preparing them to be skilled users of this operating system. Customize desktops, install hardware and software, and perform advanced searches, all just a few of the demonstrated skills upon completion.

## Discovering the Internet ( 98 Hours)

A tool designed to teach students how to use the Internet effectively for practical use, this module provides a focused introduction to the things you really need to know about the Internet.

## Microsoft Word (167 Hours)

With Microsoft Word's powerful desktop publishing capabilities, students learn to create high-quality brochures, advertisements and newsletters. Cover new Word features such as Smart Tags and Send for Review, making it easier to create, share, review, and publish important documents. Learn to share documents in print, through e-mail, and on the Web and discover more of the new and existing functionality in the application.

## Microsoft Excel (172 Hours)

With Excel's analytical capacity, students learn to create financial and statistical spreadsheets along with accompanying charts and graphs. They also learn to create detailed presentations that can be used to sell their ideas and themselves to potential employers, investors, or customers.

## Microsoft Access (252 Hours)

Learn the proper procedures to create, query, and maintain databases suitable not only for coursework but also for professional or personal use. Students use special designing features for use with custom forms, professional-looking reports, as well as designing and creating a switchboard system for your database.

## Microsoft PowerPoint (115 Hours)

Students create detailed presentations that can be used to sell their ideas and themselves to potential employers, investors, or customers using Microsoft PowerPoint's complete presentation graphics program. Discover the new and improved tools in PowerPoint that make it easier to share and collaborate on presentations over the Web, enabling users to present to, and work with others who are geographically dispersed.

## PLUS an elective: (165 Hours)

### Administrative Procedures for the Canadian Office

Students will study practical office management skills that are applicable to the daily operation of a progressive Canadian office. A computer typing tutorial package is provided to assist the student in developing efficient keyboarding skills.

### Medical Transcription

Students will apply written communication skills, use designated references, apply medical terminology and maintain a medical word list. Learn to apply the basic guidelines, then, develop speed and accuracy. Transcribe, create, edit and proof appropriate medical documents.

### Law Office Procedures

With this practical program, students learn how to administer and manage a legal office. Examine client information, schedule activities, develop telephone techniques, control correspondence and manage records. Students also prepare documentation pertaining to wills and estates, civil law, family law, personal and real property, and criminal law.

To Enroll, call us toll-free 1-877-277-8839