



Microsoft Office Suite Specialist (Microsoft Office Suite Certification Program)

Admission Requirement: GED, High School Diploma

Course Level: Below College level

Classification Code: 43-0000 [Office and Administrative Support Occupations](#)

Certifications like Microsoft Word, Microsoft Excel, and Microsoft PowerPoint fuel new and valuable careers. Professionals spend less time interviewing and more time driving value. Adding a Microsoft certification to your resume helps you stand out and get hired—faster. What is more, certified new hires are fully productive an entire month sooner than their uncertified peers. This level of productivity makes your impact and skills clearly stand out. Microsoft Certified Professionals make immediate impact; learning how to analyze data with Excel, generate reports and presenting it with PowerPoint, or create a detailed report with Microsoft Word that will impress your boss. Being Microsoft Certified helps you be noticed and move forward quickly in your career. Compared to their peers, Microsoft certified developers are 90% more productive and nearly 60% more efficient.

Syllabus: Contact Hours Total: 120 Hours

Course will be taught in Class Room #1

PROGRAMS MODULES AS CURRICULUM

Course will be taught by 1 certified instructor.

- Microsoft Windows (hands-on overview)
- Microsoft Word (hands-on overview)
- Microsoft Excel (hands-on overview)
- Microsoft PowerPoint (hands-on overview)
- Microsoft Outlook (hands-on overview)
- Microsoft Quick Books (hands-on overview)
- Industry Specific Job Search Strategies and Training
- Job Preparation Workshops (Interviewing/Resume Writing)