

# Computerized Office Support

## Educational Objectives:

The Computerized Office Support Program is designed to provide students with beginning to advanced knowledge of Microsoft Office. The training provided in this program, will help students prepare for the Microsoft Office Specialist (MOS) Exams. As a MOS trained professional, they will be able to maintain, manage and format spreadsheets, create professional slide shows, manage email, and create or edit documents. To further advance the students' knowledge and prepare them for a professional environment, we are also instructing on human resources, business skills and professional development. These provide students with critical skills needed for the workplace, such as time management and communication.

## Potential Occupations:

The student will have acquired the skills necessary to obtain an entry-level position as:

- Administrative Assistant
- Customer Service Representative
- Billing and Posting Clerk
- Bookkeeping Auditing Clerk
- Marketing Assistant
- Data Entry
- Office Assistant
- Microsoft Office Specialist
- Supervisor



## PROGRAM OUTLINE

Course	Title
NH203	Microsoft Office Advanced
NH400	Workplace Fundamentals
NH500	Executive Administrative Support Fundamentals

Total Hours: 300  
Tuition Only - **\$3,999**

# Course Descriptions

WINDOWS LEVEL 1	MICROSOFT WORD LEVELS 1, 2, AND 3	MICROSOFT EXCEL LEVELS 1, 2, AND 3
<p>Managing files, folders, and libraries as well as customizing the Windows experience. New features of the Windows 10 operating system.</p>	<p>Formatting text and paragraphs, managing lists, adding tables, inserting graphic objects, Organizing with tables and charts, customizing with styles and themes, Quick Parts, and Mail Merge. Manipulating images, collaborating on documents, adding document references and links, securing a document, using forms, and automating repetitive tasks with macros.</p>	<p>Performing calculations, formatting and printing, and managing workbooks. Working with functions and lists, analyzing data with charts, and using PivotTables and PivotCharts. Working with multiple worksheets and workbooks, protecting workbooks, automating workbook functionality, creating Sparklines and mapping data, and forecasting data.</p>
MICROSOFT POWERPOINT LEVELS 1 AND 2	MICROSOFT OUTLOOK LEVELS 1 AND 2	WORKPLACE FUNDAMENTALS
<p>Developing a presentation, performing advanced text editing, adding graphical elements, and preparing to deliver a presentation. Customizing design templates, working with media and animations, collaborating on a presentation, customizing a slide show, and securing and distributing a presentation.</p>	<p>Formatting messages, working with attachments, customizing message options, organizing messages, managing contacts, working with the Calendar, tasks and notes. Organizing, searching, and managing messages, managing your mailbox, automating message management, and managing Outlook Data Files.</p>	<p>Professionalism in the Office, Communication Essentials, Business Etiquette, Thinking Critically, Creative Problem Solving, Customer Service Skills, and Time Management.</p>
EXECUTIVE ADMINISTRATIVE SUPPORT FUNDAMENTALS	ELECTIVES	
<p>Administrative Office Procedures, Administrative Support Fundamentals, Executive Assistant Fundamentals, Introduction to HR Concepts, and Effective HR Administration</p>	<p>Project Management Introduction to Accounting</p>	

Students who purchase a test prep package and complete the appropriate courses are eligible to take the exam for the corresponding certifications. Passing of certification exams is not guaranteed.



**Microsoft**  
Office Specialist