



Essentials of Microsoft Office

Program Breakdown:

Attaining the Microsoft Office Certification designation (MOS) can help give you that competitive edge that today's employers are looking for. Bryant & Stratton College has designed a comprehensive certificate program designed to further enhance your knowledge and skills in using the Microsoft Office Suite (Word, Excel, Access, PowerPoint, and Publisher). These courses have been designed to map to the Microsoft Office exam objectives to best prepare you for success when pursuing this credential.

Major Courses :

- **Office Technology Software I:** Students perform advanced information processing tasks utilizing Microsoft Word. Students will be required to demonstrate mastery level keyboarding skills in an effort to complete a variety of office related tasks utilizing Microsoft Word. Students will learn to create, customize, format, edit and organize a document and data within; insert and format visual content, merge content, review, share and secure documents. Students will be introduced to the use of transcription media and learn basic skills required for transcription. Students will be prepared to take the MOS (Microsoft Office Specialist) Certification Exam for Word.
- **Office Technology Software II:** Students develop proficiency in using desktop publishing and PowerPoint software to create a variety of business applications. Students will work collaboratively to develop, create, edit and present projects that incorporate the use of technology in developing business solutions. Students will learn how to develop documents incorporating graphics and documents from other software applications for use in designing business applications such as presentations, flyers, brochures, and newsletters. Students will be prepared to take the MCAS (Microsoft Certified Application Specialist) Exam for PowerPoint.
- **Office Technology Software III:** Students explore the more advanced concepts utilized in spreadsheet and database technology. A continuation of the students' proficiency development using the integrated office suite is accomplished through the application of advanced skills. Students will be prepared to take the Microsoft Certified Office Specialist (MOS) Certification Exam for Excel and Access.
- **Mobile Communication Management I:** In this course students will be introduced to the fundamentals of virtual communication in the business world including an historical overview. Students will be exposed to the role and function of business network systems, home networks and wireless systems, with an emphasis upon the basic technical skills needed in designing, managing and securing home/small business networks. Students will learn essential business communication and management tools including mobile devices, software applications and personal information managers.

There are so many benefits in getting a certificate, we've highlighted some of the best below!

- Certificates can be completed in less time than a degree.
- This Certificate costs \$1,596 with an affordable payment plan available **OR** \$399 per individual course
- All courses are facilitated by credentialed instructors.
- Books are included at **no extra cost!** We even ship them to you!
- Flexible course schedule to work with your busy life.
- Most certificates will articulate credits into the matching Bryant & Stratton degree program.

For more information about related occupations, national median salary average, graduation rates, median debt of students who completed the program and other information please direct students to:

<http://www.bryantstratton.edu/disclosures>