

# MS 7000

## Microsoft Office Specialist

7 weeks  
DURATION

 Microsoft  
ISSUING AUTHORITY

Microsoft Office 2019 OR  
Microsoft Office 365, &  
Windows Operating System  
REQUIREMENTS

### PROGRAM DETAILS

Whether entering the workplace or advancing your career, expertise with Microsoft Office applications is essential for office administrators and clerical support staff. Our comprehensive suite of Microsoft Office courses provides students with training that starts at the fundamental level to ensure the basics are covered – which is perfect for a beginner or those in need of a basic refresher. The curriculum gradually builds into intermediate and advanced topics, but only after the student has demonstrated mastery of the preceding subject matter.

This set of courses will provide the range of skills needed to create professional-quality documents while training students to store, transmit, and modify data using a variety of Microsoft Office applications. Students learn to effectively communicate and collaborate within an office environment using these tools. The content covered includes how to create, edit and enhance documents in Microsoft Word, how to organize, calculate and analyze information in Microsoft Excel, how to exchange information and manage your activities in Microsoft Outlook, and how to create effective and robust presentations in Microsoft PowerPoint. Additional skills include gaining an understanding of basic database design principles, and maintaining basic Microsoft Access database objects, including tables, relationships, and data entry forms.

Graduates of this program are eligible for five (5) Microsoft certification exams that are administered by Certiport, which has testing sites located across the United States. Passing any one of these exams results in the student being certified as a Microsoft Office Specialist (MOS). MedCerts will cover the cost of ONE exam of the student's choosing, in addition to the corresponding practice test.

### COURSES

MS Office Word 2019 Levels 1-3

MS Office Excel 2019 Levels 1-3






MS Office Outlook 2019 Levels 1-2

MS Office PowerPoint 2019 Levels 1-2

MS Office Access 2019 Levels 1-3



### AT THE END OF THIS PROGRAM, YOU WILL BE ABLE TO:

-  Prepare, edit and enhance documents in Microsoft Word
-  Apply methods to organize, calculate and analyze information using Microsoft Excel
-  Utilize multiple options for exchanging information and managing activities using Microsoft Outlook
-  Create professional-level presentations that are engaging and exciting using PowerPoint
-  Apply methods to store, organize, and maintain data using Access database

### ATTAINABLE CAREERS

Office Services Specialist	Executive Assistant
Office Executive	Workbook Developer
Medical Office Specialist	Project Coordinator
Microsoft License Specialist	Research Analyst



### TARGET CERTIFICATIONS

- 77-725 Microsoft Office Word 2019
- 77-727 Microsoft Office Excel 2019
- 77-731 Microsoft Office Outlook 2019
- 77-729 Microsoft Office PowerPoint 2019
- 77-730 Microsoft Office Access 2019

*As a MedCerts Student, you also have the added benefit of Job Search Assistance including guidance with resume building, networking, interviewing, and job search tips.*