

## **MICROSOFT OFFICE BUSINESS SUITE CERTIFICATE PROGRAM**

This course will present beginning through intermediate functions of MS Office Word, Excel, and PowerPoint. Students will have the opportunity to work with documents in Word, spreadsheets in Excel, and make slide presentations in PowerPoint. Students will also learn MS Office Word, Excel, PowerPoint, and Access database software and the functions in Word, Excel, PowerPoint, and Access. Prerequisites: Basic computer skills.

<b>PROGRAM</b>	<b>UNITS</b>	<b>ELEGIBILITY</b>	<b>DURATION</b>	<b>MODE OF STUDY</b>	<b>INTAKES</b>
<b>MICROSOFT OFFICE BUSINESS SUITE</b>	Computer Concepts MS Office Complete Outlook Keyboarding 35WPM Exams	High School Certificate	20Week Program	Online	Ongoing