

Microsoft Office 2007 Certificate Program

Learn how to use Microsoft Office 2007 effectively and efficiently. This certificate program will give you the skills to perform better in your current job, or give you an advantage in seeking new employment. Classes are hands-on and instructor-led in a lab setting where you will learn how to use the software and then practice applying what you've learned. Classes are taught using the 2007 version of MS Office.

Prerequisites: Keyboarding, Basic Computer Skills, Intro to Computers (or ability to demonstrate equivalent experience, see below).

Before beginning the MS Office 2007 Certificate classes you MUST have prior computer experience including the following:

- Ability to use a mouse without difficulty – know how to move the cursor/I-beam using the mouse, select using left-click, right-click, double-click, and scroll.
- Knowledge of the Keyboard – there is no minimum Words per Minute typing requirement, but you must know where the Home Row and other alpha keys are, where the number keys are, how to use the number keypad, how to use Shift, Caps Lock, Enter, Ctrl, Alt, Del, Num Lock, Backspace, Ins, Tab, arrows, and punctuation keys.
- Use of the Internet – be able to get onto the World Wide Web and do a general search, navigate in a web page, and/or use an email account.

If you do not have these skills you need to take the Prerequisites listed above. Those wishing to opt out of the Prerequisites will be required to take an assessment with the program manager to demonstrate these skills.

Courses Required for the MS 2007 Office Certificate:

Class Name	Course Number	Total Hours of Training	Tuition*
Introduction to Word 2007	CSA-1259	12	\$115
Intermediate Word 2007	CSA-1269	12	\$115
Advanced Word 2007	CSA-1273	6	\$79
Introduction to Excel 2007	CSA-1260	12	\$115
Intermediate Excel 2007	CSA-1270	12	\$115
Advanced Excel 2007	CSA-1274	6	\$79
Introduction to PowerPoint 2007	CSA-1262	12	\$115
Advanced PowerPoint 2007	CSA-1271	6	\$79
Introduction to Outlook 2007	CSA-1261	12	\$115
Introduction to Access 2007	CSA-1263	12	\$115
Advanced Access 2007	CSA-1272	12	\$115
Total		114	\$1157

*Tuition includes all books and materials.