

## Microsoft Office 2003 Certificate Program

Learn how to use Microsoft Office 2003 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 2003 version of MS Office, and you will then learn how to apply that knowledge in the new 2007 version.

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

**Before beginning the MS Office 2003 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 Office 2003 Certificate:

Class Name	Course Number	Total Hours of Training	Tuition*
Word Essentials	CSA-1220	12	\$115
Intermediate Word	CSA-1221	12	\$115
Advanced Word	CSA-1222	6	\$79
Excel Essentials	CSA-1219	12	\$115
Intermediate Excel	CSA-1223	12	\$115
Advanced Excel	CSA-1128	6	\$79
PowerPoint Essentials	CSA-1217	12	\$115
Advanced PowerPoint	CSA-1224	6	\$79
Outlook	CSA-1163	6	\$79
Access Essentials	CSA-1225	12	\$115
Intermediate Access	CSA-1226	6	\$79
Advanced Access	CSA-1227	6	\$79
Office 2007 New Features	CSA-1228	6	\$79
<b>Total</b>		<b>114</b>	<b>\$1243</b>

\*Tuition includes all books and materials.