

- Fort Wayne, IN
- Kokomo, IN
- Elkhart, IN
- Napoleon, OH

## Software Application Certification

Indiana ETC #2558 • Ohio #110899 • Cost: \$1,500



By earning a Microsoft Business Certification credential, you can prove your expertise in using the latest Microsoft Office programs. Certification can help you differentiate yourself in today's competitive job market, broaden your employment opportunities by displaying your advanced skills, and result in higher earning potential. Research indicates that certified individuals have increased competence, productivity, and credibility with their employers, co-workers, and clients.

For employers, the certification program provides skill-verification tools that not only help assess a person's skills in using Microsoft business programs but also the ability to quickly complete on-the-job tasks across multiple applications in the Microsoft Office system.

*Discover the only worldwide, performance-based certification program that validates the skills needed to get the most out of Microsoft Office. Whether you want to stand out in the job market, improve your performance, or better prepare yourself to enter the workforce, the Microsoft Office Certification (MOS) can help you attain the valuable expertise you need—and businesses rely on—to succeed.*

### Program Overview:

The program will provide training for the Microsoft Office Suite of products (Word, Excel, PowerPoint and Access), with a focus on Excel, providing the intensive training needed to achieve the Microsoft Office Specialist Certification in Excel.

### Prerequisites:

HS Diploma or GED

### Classes:

- Introduction to Personal Computers
- Windows XP
- Keyboarding A-Z
- Microsoft Word
- Microsoft Excel
- Microsoft PowerPoint
- Microsoft Outlook
- Microsoft Publisher
- QuickBooks
- Leadership Essentials
- Time Management
- Excellence in Customer Service
- CBP Business Communication
- Résumé Building & Interviewing Skills

### Certification:

Microsoft Office Certification

Classes are 6 weeks in length, and meet for 4 hours per day, Monday through Thursday, mornings or afternoons

For information regarding this course, contact:

info@etfortwayne.com • (260) 432-9077 • Toll-free: (866) 257-0316