Microsoft Office Specialist Certificate Program
Tuition Free Job Training

Program Goal
Prepare students for entry to mid-level office support positions requiring the intensive use of Microsoft Office applications. Students learn and develop the core competencies of Microsoft Word, Excel, Access, Outlook and PowerPoint as they progress through the various levels of each application.

*Program Length: 645 hours*

Learning Outcomes
2. Integrate Microsoft Office in complex office tasks.
4. Apply skills in real business environment.

Advisory Entrance Requirements
Eligibility for noncredit ESL 5/6; typing 25 net wpm, basic computer skills preferred. All students are encouraged to begin with a Windows and Keyboarding course.

How to Enroll
Visit our Counseling Office on the first floor or call 415-395-8611 to schedule an appointment for an academic plan.

Financial Assistance
The Microsoft Office Specialist Certificate Program is eligible for financial assistance. Please consult with a financial aid counselor for more information.

California Training Benefits (CTB) eligible. Please contact Employment Development Department (EDD) at 1-800-300-5616 for more information or www.edd.ca.gov.

Exit Requirements
- Successful completion of all courses with a passing grade.
- Typing 45 wpm with a 90% accuracy.
- Minimum of 80% class attendance in all classes is required.
- Completion of certificate coursework within two years.

Fall 2012 Microsoft Office Specialist Program Courses

<table>
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<tr>
<th>COURSE</th>
<th>COURSE TITLE</th>
<th>CRN</th>
<th>DAY</th>
<th>ROOM</th>
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<td>Keyboarding for Computers</td>
<td>81346</td>
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