



Microsoft Office Applications (Word/Excel/PP)

This program is designed to provide high quality, specialized vocational preparation for both high school graduates and professionals who are pursuing clerical and managerial positions which require advanced knowledge of computer skills and Microsoft Office Applications.

The **objective** of the program is to prepare students with the knowledge, technical skills, and work habits to pursue competitive entry-level clerical office positions with highly specific computer requirements and knowledge of Microsoft Office 2007 Applications (Word, Excel &.Power Point).

In modern days virtually any clerical and managerial office job requires some degree of data processing and manipulation. Microsoft Office Suite is the most popular, versatile, and widely used set of programs that handles most of day to day operations in the office and therefore it is implied that employees are able to use it at advance level. This course gives an overview of the core Office products (Word, Excel, PowerPoint). The course introduces students to basic and advanced features within each of the applications including Microsoft Outlook for managing your email, appointments, meetings, and contacts; the essentials of the Microsoft Word 2007 program, with many intermediate to advanced features; the essentials of the Excel 2007 program, creation and modification of professional presentations using Microsoft PowerPoint.

The length of the program is **120** clock hours over a period of **10** weeks. All students must complete the program with a minimum of **9.0** quarter credit hours.

Upon successful completion of the program, graduates will be awarded a **Certificate**.

Although AAIT will assist students with job placement, finding a job is the individual responsibility of the student. AAIT does not guarantee that any student will be placed in any of the jobs described, or placed at all.