

Microsoft Office Professional

45 Weeks
1080 Hours



Discovering Computers

Concepts for a Digital World (90 Hours)

An overview of all things computer! Start with the basics such as computer components, software, and hardware, then move on to more in-depth topics such as networks, the Internet, and computer security. From turning it on to installing new hardware, you will learn how to use your computer efficiently and with confidence. You will see why computers are such an important part of today's business and society.

OR choose

Keys to Success

(90 Hours)

Get creative and practical skills that promote success. Learn to focus on content, take tests, and communicate ideas. Improve your time management and listening skills. Wrap it up with tips on living a successful life.

Windows

(30 Hours)

Learn the essentials of working with Windows. This module exposes students to real-world examples and procedures preparing them to be skilled operating system users upon completion. Customize desktops, install hardware and software, and perform advanced searches in this module.

Discovering the Internet

(98 Hours)

This module provides an in-depth look at the Internet – who uses it, how they use it, and the risks in using it. Learn to conduct searches and what tools are the best to use. Discover the various ways to communicate over the Internet, such as e-mail, newsgroups, and chat. Finally, a look at web page development and how they are so important to today's business.

Microsoft Word

(145 Hours)

Prepare professional letters, memos, brochures, newsletters, and other documents to use in your business! Discover how to add graphics, pictures, graphs, and charts to make your work stand out. Built-in features such as spelling, grammar, and thesaurus help you when you're stuck and get you back on track. This powerful application can be linked to other Office programs and be used to create web pages!

Microsoft Excel

(150 Hours)

All businesses need to keep track of data, whether it is staff information, customer lists, inventory or financial information. With Excel, you will learn to create spreadsheets to hold this type of information, and you will learn to use functions and formulas to manipulate the data. As well, discover how to incorporate charts and graphs to analyze and visualize your findings. Also, learn to create multiple worksheets that can interact with each other!

Microsoft Access

(230 Hours)

Students create, query, and maintain databases suitable for coursework, professional, or personal use. Use special features to design and use custom forms and professional-looking reports as well as a switchboard system for your database.

Microsoft PowerPoint

(100 Hours)

Convey your ideas in a professional way with this presentation software. Create slides that contain text, graphs, pictures, sound, or even movies! Choose your own background, font type, and colors to show your true style! Play them in a slideshow that will 'wow' your audience. This software provides a great medium to sell your ideas or share information with a large number of people.

Integration Case Studies

(50 Hours)

Students bring it all together in this module. You have learned each program, now, see how they work together to create impressive projects.

Administrative Procedures for the Canadian Office

(187 Hours)

Students learn practical office management skills that apply to the daily operation of a progressive Canadian office. A computer typing tutorial package is provided to assist the student in developing efficient keyboarding skills.

Support and Encouragement!

“ I work in the Rehabilitation field and finished the Microsoft Office Professional course in March. I was able to work full-time and plan my wedding while taking the course. The course has allowed me to implement many ideas at work. My boss relies heavily on me for the computer work and all it entails. I so enjoy it.

Thank you for all your support and encouragement!!! ”

Susanna Spencer-Handspiker
HomeEd Graduate, 2003
Microsoft Office Professional