



Microsoft Office Suite 2016 with Spanish for the workplace.

Qualifications: Students must have High School Diplomas or GED



Curriculum

MOS 2016

This course prepares students to take the Microsoft Office (Word, Excel, PowerPoint, Outlook, Access) Suite certification exam(s). Students only need to take one certification exam in order to become a Microsoft Office Specialist.

Program moves student through three learning phases: Beginner, Intermediate and Advanced.

Spanish for the workforce

Spanish for the Workplace is an innovative, self-paced, online occupational Spanish conversation course that seeks to bridge the communication gap between English and Spanish-speaking supervisors and co-workers.

Tuition

- \$3,000.00

Course Description

- 216 hours of training provided in an online, self-paced course.
- Course is accessible for 12 months

Courses Include:

- Microsoft excel
- Microsoft Outlook
- Microsoft Power Point
- Microsoft Access

Students only need to take one certification exam in order to become a Microsoft Office Specialist.

Spanish for the Workplace

The course incorporates visual imagery, language tips, intuitive reading exercise's and interactive assessments.