

MSOffice Specialist Certification Program



OFFICE TECHNOLOGIES

9 weeks – 135 hours

ALL CLASSES Monday – Friday 12:30 pm to 3:30 pm

Fall classes: **September 12 – November 14, 2022**

Spring classes: begin **February 9 – April 21, 2023**

Fee: \$700

Courses may be taken separately. Must complete ALL four courses to receive a certificate.

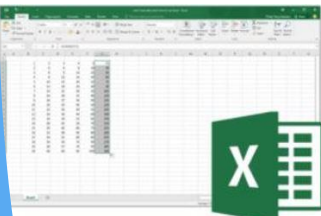


MSOffice Word Comprehensive

3 weeks – 45 hours **Fall class: 9/12/22 – 9/30/22 Spring class: 2/9/23 – 3/3/23**

MSWord is the most commonly used word processor in business offices. Upon completion, students will have progressed from beginner to intermediate level skills. You will also learn to confidently navigate the Windows Operating System.

(Fee: \$230 minimum enrollment 10 students)

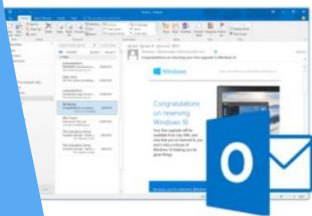


MSOffice Excel Comprehensive

3 weeks – 45 hours **Fall classes: 10/3/22 – 10/21/22 Spring classes: 3/6/23 – 3/24/23**

MSExcel is the most commonly used spreadsheet software in business offices. Students will advance from beginning skills to intermediate skills. Instruction includes calculating accounting type data and using MSExcel as a database.

(Fee: \$230 minimum enrollment 10 students)



Office Computer Technologies

1 week – 15 hours **Fall classes: 10/24/22 – 10/28/22 Spring classes: 3/27/23 – 3/31/23**

This class is ideal for the student seeking office support or office administrative employment. You will learn basic computer functionality, Google Drive, network security, software/hardware applications, use of MSOutlook for efficient and professional correspondence.

(Fee: \$100 minimum enrollment 8 students)



PowerPoint Comprehensive

2 week – 30 hours **Fall: 10/31/22 – 11/14/22 Spring: 4/11/23 – 4/21/23**

Learn to create professional visual presentations. Use graphics and animations to enhance oral communication. Integrate audio, create self-running timing slide shows and interactive slide shows.

(Fee: \$190 minimum enrollment 8 students)

Register
online. Scan
here



10850 Gadsten Way, Rancho Cordova
(916) 294-9106 • fcusd.org/adulted

Office Hours: Mon, Wed, Thurs 8:30 am – 4:00 pm
Tuesday 8:30 – 6:00 pm
Friday 8:30 – 12:00 pm (noon)



FCAS is an equal opportunity program. Auxiliary aides and services are available upon request to individuals with disabilities. Call 711 for relay services.