

MICROSOFT OFFICE 2010 *Certificates*

For individuals who want to demonstrate proven application skills in Microsoft Office.

Pricing starts at \$179* per class and save 15% when you register for a certificate!

*Prices, course and certificate information are subject change. Please refer to our website at www.nhcc.edu/cect for current information.

Office Essentials

5 classes

Word Basic

Excel Basic

PowerPoint Basic

Outlook I

Electives (pick one):

Access Basic

Word Intermediate

Excel Intermediate

Office Professional

6 classes

Word Intermediate

Excel Intermediate

Electives (pick four):

Excel Formulas and Functions

Excel 2010 Data Management

Commands

PowerPoint Advanced

Access Basic or Intermediate

Outlook II

Publisher

Visio

Office Power User

6 classes

Word Advanced

Excel Advanced

Electives (pick four):

Excel Formulas & Functions

Excel 2010 Data Management

Commands

Excel Advanced

Access Intermediate or

Advanced

Publisher

Visio

Project (any level)*

Office for Project Management

5 classes

Excel Intermediate or Advanced

Access (any level)

Visio

Project (any level)*

Electives (pick one):

Excel Formulas and Functions

Excel 2010 Data Management

Commands

PowerPoint (any level)

Adobe Acrobat 10*

Office Career Essentials

6 classes

Any Basic Class (pick two)

Electives (pick four):

Word Intermediate or Advanced

Excel Intermediate or Advanced

Excel Formulas and Functions

Excel 2010 Data Management

Commands

PowerPoint Advanced

Access Intermediate or Advanced

Outlook II



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