

# Microsoft Office Certificates

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

***Each class \$169 and 0.84 CEU's unless otherwise noted.***

***Save 15% when you register for a certificate!***

## ***Office Essentials***

*5 classes*

Word Basic

Excel Basic

PowerPoint Basic

Outlook Basic

Electives (pick one):

*Word Intermediate*

*Excel Intermediate*

## ***Office Professional***

*6 classes*

Word Intermediate

Excel Intermediate

PowerPoint Advanced

Outlook Advanced

Access Basic

Electives (pick one):

*Access Intermediate*

*Excel Formulas and Functions*

*Publisher\**

*Visio Basic\**

## ***Office Power User***

*6 classes*

Word Advanced

Excel Formulas & Functions

Excel Advanced

Access Intermediate

Publisher\*

Electives (pick one):

*Access Advanced*

*Project Basic\**

*Visio (any level)\**

## ***Office for Project Management***

*5 classes*

Excel Intermediate or Advanced

Access (any level)

VISIO (any level)\*

Project (any level)\*

Electives (pick one):

*Excel Formulas and Functions*

*PowerPoint (any level)*

*Adobe Acrobat\*\**

***\*Class cost is \$179***

***\*\*Class cost is \$199***