



Microsoft Office + Computer Foundations

Mondays & Tuesdays 6:00 – 8:00 pm
12 Weeks

Training Cost: \$1500

- Cost includes online study program, TestOut Office Pro and Microsoft Certifications

Prerequisites:

- High School Diploma or High School Equivalency Diploma preferred
- Computer
- Reliable Internet

Microsoft Office + Computer Foundations Course Description

Supercharge your career and achieve instant credibility with a TestOut Office Pro / Microsoft Office Certification. Be confident in your knowledge, the concrete skills you'll gain will help you tackle the most difficult desktop software challenges!

Digital literacy and proficiency in Microsoft Office programs is an important skill to possess in any job or industry. This knowledge will be foundational for any in-demand career.

What is Microsoft Office and TestOut Office Pro?

Microsoft Office + Computer Foundations is a course for anyone ready to learn basic digital literacy and study the programs that encompass Microsoft Office. Using TestOut Office Pro, classes will cover the latest version of Word, Excel and PowerPoint and prepare students for these certifications. This course will be helpful for students on any career path, but will specifically be beneficial to those seeking a career in office administration.

INTERESTED IN THIS CLASS? Go to <https://centralnineadulthood.org/careers/> to register.

Central Nine Career Center Adult Education
1999 US 31 S, Greenwood IN 46143 /317-888-4401 x222

IMPORTANT TO KNOW

- Basic working knowledge of computers and computer software programs preferred.
- You must have a reliable computer and internet for use outside of class.
- You do not have to have Microsoft Office installed on your personal computer, the TestOut platform allows you to work in the necessary programs.
- Students are required to sign an attendance agreement. This class requires perfect attendance. While we understand emergencies can happen, missed classes are difficult to make-up, so must be rare. (sample upon request or see at your orientation).
- Once a student passes the TestOut certification test, they will be eligible for Microsoft Word, Excel, and PowerPoint certification testing.

More About Office and Administrative Support

Average salary for an Office Administrator in Indiana is \$38,135

- Provide high-level administrative support for your employer.
- Conduct research, prepare statistical reports, handle information requests, and perform clerical duties.
- Manage and maintain your employer's schedule.
- Prepare invoices, reports, memos, letters, and financial statements.
- Open, sort, and distribute incoming mail.
- File and retrieve corporate documents, records, and reports.
- Greet visitors and determine if they should be given access to individuals.
- Schedule and make arrangements for meetings.
- May also train and supervise lower-level clerical staff.

Why Earn a Microsoft Certification?

Salary range for office administrators is \$22,390 to \$59,700, with an average 6% increase in jobs within the next 10 years.

Knowledge of Microsoft Office programs is a standard in most every industry. Earning advanced certifications in specific applications may be beneficial for certain careers.