



Office Applications Specialist Program

The Office Specialist Certification is designed for students who demonstrate desktop skills with the Microsoft Office suite of business productivity applications. To achieve this certification, students must demonstrate their ability to utilize the advanced functionality of these Microsoft office applications. By encouraging individuals to develop advanced skills with Microsoft's leading business desktop software, the program helps fill the demand for qualified, knowledgeable people in the modern workplace. To earn the Office Specialist Certification, participants must complete all of the classes listed for the program.

Required Courses

Keyboarding

ITEC 3110 Keyboarding I & II Combo

18 hours/1.8 CEUs/\$250

Establish your keyboarding skill and strengthen your foundation through practice and hands on exercises. Emphasis is on good keyboarding technique, touch-typing, and building speed while increasing open text speed and improving accuracy. Course is designed for those with little or no keyboarding experience.

Windows

ITEC 3150 Windows I

12 hours/1.2 CEUs/\$175

Learn to work with multiple applications at a time by moving text and graphics. Use the help feature. Practice right mouse functions and keyboard shortcuts. Create, search and find folders and files. Discover basic file management techniques and customize window settings.

Microsoft Word Courses

ITEC 3400 Word I

16 hours/1.6 CEUs/\$275

Use word processing software to create and edit documents and tables, and format text and paragraphs.

Prerequisites: Successful completion of ITEC 3150 or challenge exam.

ITEC 3405 Word II

16 hours/1.6 CEUs/\$275

Use word processing software to add illustrations and graphics, create a web page, customize documents with styles and templates, merge documents, sort tables and data, and import items from other office software and the Internet.

Prerequisites: Successful completion of ITEC 3400 or challenge exam.

Microsoft Excel Courses

ITEC 3500 Excel I

16hours/1.6 CEUs/\$275

Use spreadsheet software to build, edit and format worksheets, develop charts, and work with formulas and functions.

Prerequisites: Successful completion of ITEC 3150 or challenge exam.

ITEC 3505 Excel II

16 hours/1.6 CEUs/\$275

Use spreadsheet software to manage workbooks, process macros, sort and analyze data, and enhance charts.

Prerequisites: Successful completion of ITEC 3500 or challenge exam.

Microsoft PowerPoint Courses

ITEC 3700 PowerPoint I

16 hours/1.6 CEUs/\$275

Use presentation software to create slides, insert clipart and logos, work with transitions, and create special effects.

Prerequisites: Successful completion of ITEC 3150 or challenge exam.

Visit our website at <http://workforce.tncc.edu/continuingeducation/classregistration.php> or call (757) 825-2937 or 825-2935 for information on how to register

Course schedule is located on our website. Check current schedule of classes for exact course offerings and explanation of administrative policies, including refund policy.

*College credit may be available for successful completion of these courses. See TNCC advanced standing guide for details.

ITEC 3705 PowerPoint II

16 hours/1.6 CEUs/\$275

Use presentation software to enhance charts and graphs with sound and animations, integrate tables and charts from other applications, create a presentation within a presentation, and publish presentations for the World Wide Web.

Prerequisites: Successful completion of ITEC 3700.

Microsoft Access Courses

ITEC 3600 Access I & II Combo

32 hours/3.2 CEUs/\$625

Learn to build a simple relational database. Create and edit tables, forms, filters and queries, develop forms with sub forms and tabs, develop reports, manage database objects, and create a switchboard. Prerequisites: Successful completion of ITEC 3150 or challenge exam.

Prerequisites: Successful completion of ITEC 3400 or ITEC 3500.

Microsoft Outlook Course

ITEC 3780 Outlook

12 hours/1.2 CEUs/\$175

Learn to manage email, appointments, task lists, calendars and contacts in one software program. Setup of personal email through Outlook for practice is suggested.

Prerequisites: Successful completion of ITEC 3150 or challenge exam.

Optional Courses

Participants are assumed to have basic computer skills and keyboarding skill of at least 45 words per minute prior to entering many courses. Those who do not meet these requirements will need to complete prerequisite courses.

ITEC 3120 Computers for Beginners

12 hours/1.2 CEUs/\$175

Lose the fear of computers with plenty of hands-on practice at a slow pace. Learn basic computer terminology and functions, as well as how to save and open documents. Practice left mouse and keyboard functions. Practice editing features in a word-accessory program.

ITEC 3615 Access Queries

6 hours/0.6 CEUs/\$150

Learn about SQL queries. Discover how to create and use advanced query methods and syntax.

Prerequisite: Successful completion of ITEC 3600.

Optional Certifications Available from Microsoft

Certification is available in the two most recent versions of Microsoft Office. Cost of each certification test is \$90 at Thomas Nelson Community College.

Specialist Certification

Candidates complete one or more

specialist exams

Microsoft Word Specialist
Microsoft Excel Specialist
Microsoft PowerPoint Specialist
Microsoft Access Specialist
Microsoft Outlook Specialist

Expert Certification

Candidates complete one or more

expert exams

Microsoft Word Expert
Microsoft Excel Expert



Master Certification

Candidates complete four exams.

Required:

Microsoft Word Expert
Microsoft Excel Expert
Microsoft PowerPoint Specialist

Select one of the following:

Microsoft Access Specialist
Microsoft Outlook Specialist

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