



**VWCC QuickConnect:
 Microsoft Office Specialist
 (MOS)**

Program Purpose:

Microsoft Office Specialist is a non-credit intensive training program that prepares students for entry-level positions in the administrative or clerical fields. Students are provided with extensive computer and customer service skills needed to be successful in a fast-paced business environment.

Target Audience:

Virginia Western is looking for motivated, responsible adults eager to change careers or start an administrative career that offers competitive wages, benefits and opportunities for advancement.

The VWCC Quick Connect MOS Prep allows you to demonstrate that you have the skills needed to get the most out of Microsoft Office by earning Microsoft Office Specialist certifications. The VWCC Quick Connect MOS Prep builds computer software literacy and measures proficiency in the MS Office Suite. Successful candidates earn Microsoft Office Specialist (MOS) certificates that set them apart from their peers. Ninety-one percent of hiring managers consider certification as part of their hiring criteria. (Microsoft, Microsoft Certification Program Satisfaction Study, April 2012).

Course Descriptions:

ITEC 2195 – Microsoft Office Specialist – 256 hours (12 weeks)

This intense course prepares the student to the Microsoft Office Specialist exam in 2010 Word, Excel, and PowerPoint. The course is taught through a combination of lecture, assignments, and hands-on practice utilizing GMetrix, a training software which simulates the Microsoft Office Specialist testing environment. Tutoring for success is also included.

MATH 2128 – Basic Mathematics – 30 hours (6 sessions over 6 weeks)

Course focuses on the foundational math skills needed for entry level positions in which the student may need to apply critical math thinking skills to solve problems, calculate percentages, apply conversions, ratios and proportions, or interpret graphs and data.

BUSC 2218 – Employment Readiness Skills – 27.5 hours (1 week)

The course provides students with the skills and techniques necessary to be competitive in today’s job market.

BUSC 2126 – Customer Service – 20.25 hours (1 week)

The course focuses on excellence in customer service, communication basics, critical thinking, and problem solving with people

Program Length:

- 333.75 Hours Total
- 14 Weeks (25-30 hours/week)

Credentials Available:

- Commonwealth of Virginia Career Readiness Certificate (CRC)
- 2010 MOS Core Word
- 2010 MOS Core Excel
- 2010 MOS Core PowerPoint



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