

# Microsoft Office

Who needs Microsoft Office? EVERYONE! Outlook is the most used email application in professional offices, PowerPoint is the industry standard for presentations, Excel is the standard for spreadsheet data, and there are a billion Word users worldwide!

Microsoft continues to enhance and improve all the Office Suite applications, making it a smart practice to stay informed and skilled as a lifetime learner. With our courses, you can stay on top of all of the changes for FREE!

Besides increasing the odds of gaining or retaining employment, Microsoft skills increase salary potential by 22% according to the Bureau of Labor Statistics. But that is not all! Certifications are the shortest route to valuable positions, AND we offer those as well!

## Coming Soon!

Watch for updates on the Career Campus website, [gwcareercampus.com](http://gwcareercampus.com). Courses currently under development include a Microsoft Office 2016 certification path.

Additional online courses will be uploaded throughout the year in a number of career fields, so stay tuned!



# Microsoft Software Career Path

Color Key: ■ Online Course ■ Onsite Class ■ Optional Certification (fees paid by student)

## PATH PREREQUISITES

### Computer Foundation \*

- Windows Navigation (FREE) \*
- Keyboarding Skills (20 WPM)
- Computer Fundamentals (FREE) \*
- Internet Fundamentals (FREE) \*
- Copyright Law (1 Module)
- Microsoft Office Overview (FREE) \*
- Northstar Computer Basics Certification
- Northstar Internet Basics Certification

## ONLINE CERTIFICATION PATHS

### Microsoft 2013

- Word 2013 (3 Modules)
- PowerPoint 2013 (3 Modules)
- Excel 2013 (3 Modules)
- Outlook 2013 (3 Modules)
- Northstar Word Certification
- Northstar PowerPoint Certification
- Northstar Excel Certification
- Microsoft Office Specialist Certification

## ADDITIONAL ONLINE COURSES

### Microsoft 2013

- Publisher 2013 (2 Modules)
- Access 2013 (2 Modules)
- OneNote 2013 (2 Modules)
- Visio 2013 (2 Modules)
- Visio 2013: Advanced

## ONSITE CERTIFICATION PATHS

### Microsoft Word 2013 \*

- Word 2013 Beginners (2 Classes)
- Word 2013 (Module 1)
- Word 2013 Fundamentals (2 Classes)
- Word 2013 (Module 2)
- Word 2013 Mid-Level (2 Classes)
- Word 2013 (Module 3)
- Word 2013 Advanced (2 Classes)
- Microsoft Office Specialist Certification

### Microsoft PowerPoint 2013 \*

- PowerPoint 2013: Module 1
- PowerPoint 2013: Fundamentals
- PowerPoint 2013: Module 2
- PowerPoint 2013: Advanced
- PowerPoint 2013: Module 3
- Microsoft Office Specialist Certification

### Microsoft Excel 2013 \*

- Excel 2013: Module 1
- Excel 2013: Fundamentals
- Excel 2013: Module 2
- Excel 2013: Advanced
- Excel 2013: Module 3
- Microsoft Office Specialist Certification

### Microsoft Outlook 2013 \*

- Outlook 2013: Module 1
- Outlook 2013: Fundamentals
- Outlook 2013: Module 2
- Outlook 2013: Advanced
- Outlook 2013: Module 3
- Microsoft Office Specialist Certification

\* Also available as a class!

\* Classes are recommended but not required