

Computer Certification

MICROSOFT OFFICE CERTIFICATION

Microsoft Office Specialist (MOS) certification, the premier Microsoft desktop certification, is a globally recognized standard for demonstrating desktop skills. The Office Specialist program is helping meet the demand for qualified and knowledgeable people in the modern workplace. The Delaware County Community College ITAC department is an Official Microsoft Information Technology Academy.

Word MOS (COM 3260)

This course is designed for the learner familiar with the basic concepts of Microsoft Word. Course topics include enhancing, organizing and managing documents. Instructor-led presentation and demonstration of the skill sets necessary to sit for the Word MOS certification test.

Prerequisite: COM 3102. (40 hrs.)

CRN 732 MTWR 6/23-7/3 8:30 am-1:30 pm MRC
Cost: \$700

Excel MOS (COM 3290)

This course is designed for the learner familiar with the basic concepts of Microsoft Excel. Course topics include managing, analyzing, formatting data and working with multiple worksheets. Instructor-led presentation and demonstration of the skill sets necessary to sit for the Excel MOS certification test. Prerequisite: COM 3102. (40 hrs.)

CRN 274 MTWR 7/7-7/17 8:30 am-1:30 pm MRC
Cost: \$700

PowerPoint MOS (COM 3212)

This course is designed for the learner familiar with the basic concepts of Microsoft PowerPoint. Course topics include: creating presentations from templates, inserting objects, animation schemes, transitions, preparing for remote delivery. Instructor-led presentation and demonstration of the skill sets necessary to sit for the PowerPoint MOS certification test. Prerequisite: COM 3102. (20 hrs.)

CRN 303 MTWR 7/21-7/24 8:30 am-1:30 pm MRC
Cost: \$350

Online classes available for **ALL MOS** certifications. Three-month access to the testing and tutorial site, MOS manual, and certified instructors. Call 610-359-7344.

Prerequisite** Computer Basics (COM 0101) and Windows Intro (COM 0401) or COM 3102 or equivalent experience



COMPUTER BASICS

Computer Keyboarding (COM 0104)

This course presents proper keyboarding techniques. Course topics include: introduction of the alpha/numeric keyboard, learning to touch type, keyboarding skills, application of keyboarding skills, timed typing. (8 hrs.)

CRN 754 TR 5/20-5/29 6:30 pm-8:30 pm SEAST
Cost: Spon. \$140; Non-spon. \$175

Computer Basics (COM 0101)

This is a prerequisite for all courses. Discover what you can do with your computer. Course topics include: intro to computers, identifying hardware components, mouse use and window navigation, exploring software, types of storage, floppy disks, hard drives, brief look at the Internet. (8 hrs.)

CRN 285 MW 5/12-5/14 9:00 am-1:00 pm GSC
Cost: Spon. \$140; Non-spon. \$175

Computers for Beginners (COM 3108)

If you have no computer experience but are eager to learn, this is the course for you! Learn how to: use a mouse and keyboard, perform basic computer maintenance, change the way things look, and find things. Become familiar with basic computer terms and the main parts that make up a computer. (20 hrs.)

CRN 729 MTWRF 5/5-5/9 9:00 am-1:00 pm MRC
Cost: \$350

Computer Basics & Windows (COM 0107)

A combined offering of Computer Basics and Windows allows you to retain the same instructor, location and fellow students. Course topics include: intro to computers, identifying hardware components, mouse use and window navigation, exploring software, introduction to the Windows desktop, creating files and folders, managing files, working with files and disks, creating shortcuts. (16 hrs.)

CRN 731 TR 5/13-6/5 6:30 pm-8:30 pm MRC
Cost: Spon. \$280; Non-spon., \$340

Windows Introduction (COM 0401)

Do you have trouble finding documents you've saved? Learn how to create and maintain an effective and efficient file management system. Course topics include: introduction to the Windows desktop, creating files and folders, managing files, working with files and disks, creating shortcuts.

Prerequisite: COM 0101 (8 hrs.)

CRN 249 T 5/20 8:30 am-5:00 pm Exton
Cost: Spon. \$140; Non-spon. \$175