

OFFICE CERTIFICATE PROGRAM

The Microsoft Office suite is recognized as being one of the most widely used set of software applications for creating documents, data organization and information analysis. Microsoft Office training can help individuals advance their career with a new set of skills that can make them more productive. With the job market increasingly competitive, having competence and confidence using each aspect of Microsoft Office can prove to be invaluable to individuals seeking employment.

Program Benefits

- Increased employee competency and productivity in the workplace
- Help employees achieve higher earning potential
- Increased job satisfaction and credibility
- Proficient knowledge of these programs is beneficial in any organization

The **Office Certificate Program** is a complete training program that focuses on four areas of expertise (Access, Excel, PowerPoint and Word). Each module is 7 hours/1 day in length for a total of 42 class hours. The training days are not consecutive, which allows flexibility to the participants in the program.

Program Requirements

Ten (10) Programs, participant must select and complete six (6) programs of their choice to earn the Office Certificate with 4.2 Continuing Education Units (CEUs).

- Microsoft Access Beginning Seminar
- Microsoft Access Intermediate Seminar
- Microsoft Access Advanced Seminar
- Microsoft Excel Beginning Seminar
- Microsoft Excel Intermediate Seminar
- Microsoft PowerPoint Beginning Seminar
- Microsoft PowerPoint Intermediate Seminar
- Microsoft Word Beginning Seminar
- Microsoft Word Intermediate Seminar
- Microsoft Word Advanced Seminar

Additional Information

Cost of the entire **Office Certificate Program** is \$1014.00. Each module of the program includes workbook, continental breakfast and lunch. To register, please visit: www.northampton.edu/LifeLearn. For questions, please e-mail technical@northampton.edu or call (610) 861-5435.



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