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Training Program Bio

BASIC INFORMATION

Training Provider	Computer Networking Center
Training Program	Microsoft Office Specialist
Training Location	38701 W. Seven Mile, Ste. 195 Livonia, MI 48152
Clinical Location, if applicable	N/A
Phone Number	734-462-2090
Website	www.computernetworkingcenter.com

Description of Training Program

This course will prepare you to be an Microsoft Office Suite Expert. Students will learn about word processing, databases, email, presentations, spreadsheets, desktop publishing, and more. A person should become a Microsoft Office Specialist they are interested in becoming more competitive in the job market.

PROGRAM REQUIREMENTS

High School Diploma/GED	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Reading Grade Level	7 th
Math Grade Level	6 th
Drug Screen	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Criminal Background Check	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
If yes, which types of convictions are not allowed?	
Valid Driver License	<input type="checkbox"/> Yes <input type="checkbox"/> No
Other Requirements	None
Required supplies available through supportive service	Not Applicable

TRAINING EXPERIENCE			
Number of Weeks	18 weeks	Number of Total Hours	360
Schedule	Monday & Wednesday or Tuesday & Thursday		
What is the maximum number of students in each class?	8		
How many students are expected for each instructor?	8:1		
Is there an exam required at the end of the training?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		

PERFORMANCE	
What is the percentage of students who complete the training program? (<i>Completion Rate</i>)	Not Available
What is the percentage of graduates who are placed in employment related to their training within 120 days of completing the program? (<i>Training Related Placement Rate</i>)	Not Available
What percentage of students who complete the training program earn an industry recognized certification or license? (<i>Credential Attainment Rate</i>)	Not Available

PROGRAM COMPLETION	
What credential will graduates earn?	Microsoft Office Specialist
What occupations will graduates be prepared to enter?	Microsoft Office Specialist
What is the average wage of graduates in these occupations?	Not Available

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