



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: <i>If Applicable</i>	N/A
Phone Number:	(734) 462-2090	Website:	www.computernetworkingcenter.com

Description of Training Program:

This course will prepare you to be a Microsoft Office Suite Expert. Students will learn about word processing, databases, email, presentations, spreadsheets, desktop publishing, and more. The course covers Microsoft Word, Excel, Outlook, PowerPoint, Access, and Publisher.

PROGRAM REQUIREMENTS

High School Diploma/GED:		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Reading Grade Level:	7th	Math Grade Level:	6th
Drug Screen:		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Criminal Background Check:		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
<i>If yes, which types of convictions are not allowed?</i>		N/A	
Valid Driver License:		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Other Requirements:		Students must attend at least 80% of scheduled classes; Students must complete all test and practice exams	
Required Supplies Available through Detroit at Work: <i>(For more information, contact your Detroit at Work Career Coach)</i>		N/A	

TRAINING EXPERIENCE			
Number of Weeks:	18	Number of Total Hours	360
Schedule:	Monday & Wednesday; or Tuesday & Thursday	Training Delivery:	Hybrid (Online & In-Person)
Maximum number of students in each class:	8	Number of students 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	
Percentage of students who complete the training program. (Completion Rate)	Not Available
Percentage of graduates who are placed in employment related to their training within 120 days of completing the program. (Training Related Placement Rate)	Not Available
Percentage of students who complete the training program and earn an industry recognized certification or license. (Credential Attainment Rate*)	Not Available

* Credential Attainment Rates may vary depending on information submitted.

PROGRAM COMPLETION	
Credentials graduates earn.	Microsoft Office Specialist
Occupations graduates will be prepared to enter.	Microsoft Office Specialist, Data Entry Specialist, Office Administrator, Administrative Assistant
Average wage of graduates in these occupations.	Not Available

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