



GED to MOS (Microsoft Office Specialist) Certification



Curriculum

This innovative training program offers students the opportunity to receive an industry recognized credential while working on the academic coursework of the GED. This provides an opportunity to graduate with two successful completions as well as jump start into a high priority occupation. Students will simultaneously work on GED coursework and Microsoft Office Certification which includes Word, Excel, Access and PowerPoint.

In addition, students will also receive job readiness training that includes: Resume, Cover Letter, Job search assistance as well as Interview skills. Students are also connected to employers on-site.

Tuition

- \$5,000.00
- 20 Hours Per Week
- 440 Hours

Schedule

- Monday-Thursday 9am-2:30pm
- Monday-Thursday 3pm-8pm
(Schedule is subject to change)

Text

- Contemporary's Complete GED (for the high school equivalency examination)
- Microsoft Office Introductory-Shelly Cashman Series
- Microsoft Office 2016 Intermediate-Shelly Cashman Series

Course Schedule

- Weeks 1-8: GED prep and testing
- Weeks 9-14: Microsoft Office Introductory concepts
- Weeks 15-20: Microsoft Office Advanced concepts
- Weeks 21-22: Resume, cover letters, job searching and interview skills