EXCELSIOR COLLEGE®

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CENTER FOR PROFESSIONAL DEVELOPMENT

ADMINISTRATIVE PROFESSIONAL WITH MICROSOFT OFFICE SPECIALIST 2007 MASTER

340 Hours/12 Months/Instructor-Facilitated
Course Code: **CPD025**

OVERVIEW

Get the training to become an administrative professional, and prepare to become a certified Microsoft Office 2007 Master at the same time. The Microsoft Office 2007 Master program is the only comprehensive, performance-based certification program approved by Microsoft to validate business computer skills using Excel, Word, Power Point, and Outlook.

OBJECTIVES

Upon successful completion of this course, you'll be able to:

- Determine how to effectively set goals and make administrative decisions
- Understand business etiquette
- Communicate effectively, both verbally and in writing
- Engage in collaborative planning, communication, and research
- Create and format professional business documents, including mail merges, Web pages, and interactive forms
- Create and edit formulas, audit equations, and present information in charts and tables
- Create and edit Outlook objects, such as e-mail, meetings, tasks, and contacts
- Create and modify slide presentations, including editing graphics, formatting text and text boxes, and animating objects and transitions

This program will also teach you the exam objectives for the following certification tests:

Exam 77-601: Microsoft ® Word 2007
Exam 77-602: Microsoft ® Excel 2007
Exam 77-603: Microsoft ® PowerPoint 2007
Exam 77-604: Microsoft ® Outlook 2007

MATERIALS INCLUDED

- *The Beginning Guide to Microsoft Word 2007*
- *The Intermediate Guide to Microsoft Word 2007*
- *The Advanced Guide to Microsoft Word 2007*
- *The Beginning Guide to Microsoft Excel 2007*
- *The Intermediate Guide to Microsoft Excel 2007*
- *The Advanced Guide to Microsoft Excel 2007*
- *The Complete Guide to Microsoft Outlook 2007*
- *The Complete Guide to Microsoft PowerPoint 2007*

- *Procedures & Theory for Administrative Professionals, 6th Edition*
- 180-day free trial of Microsoft Office 2007 Professional and Microsoft Office 2007 CourseNotes from Course Technology

OUTLINE

1. Administrative Professional

a. The Dynamic Workplace
   i. The Workplace—Constantly Changing
   ii. Workplace Team and Environment
   iii. The Virtual Workplace

b. Workforce Behaviors
   i. Your Professional Image
   ii. Anger, Stress, and Time Management
   iii. Ethical Theories and Behaviors

c. Communication Essentials
   i. Written Communications
   ii. Verbal Communication and Presentations
   iii. Customer Service

d. Technology Basics
   i. Technology Update
   ii. Workplace Mail and Copying
   iii. Telecommunications—Technology and Etiquette

e. Records and Financial Management
   i. Managing Records
   ii. Personal Finance

f. Meetings and Travel
   i. Event Planning
   ii. Travel Arrangements

g. Career Advancement
   i. Job Search and Advancement
   ii. Leadership

2. Microsoft Office 2007 Master

a. Getting Started: Beginning Word
b. Mice and Men: Beginning Word
c. Save It for a Rainy Day: Beginning Excel
d. Be My Neighbor: Intermediate Word
e. Charlotte's Web site: Intermediate Word
f. The Paperless Office: Outlook
g. What Time Is It? Intermediate Excel
h. Sound Advice: Intermediate Excel
i. Get Smart: Advanced Word and Excel
j. The Good, The Bad, and the Really Ugly: Advanced Word and Excel
k. Reach for the Stars: Beginning PowerPoint
l. Show Me: Advanced PowerPoint

COMPUTER REQUIREMENTS

- This program must be taken on a PC running Windows XP/Vista/7 and using IE 7 or later browsers.
- Adobe Acrobat Reader and Adobe Flash Player are required.
- Internet access (a high-speed connection is recommended)
- Hardware requirements:
    - Processor: 1 GHz 32-bit (x86) or 64-bit (x64)
    - RAM: 1 GB of system memory
    - Hard Drive: 40 GB with at least 15 GB of available space
    - Video: Support for DirectX 9 graphics with WDDM Driver
    - 128 MB of graphics memory (needs more)
    - Pixel Shader 2.0 in hardware
    - 32 bits per pixel
    - DVD-ROM drive
    - Audio output

INSTRUCTOR BIO

Clair Dickinson earned her BS in Secondary English at Eastern Michigan University in Ypsilanti, Michigan and is certified to teach English and History at the high school level. She also met all of the standards for teaching with technology as outlined by COATT (Consortium for Outstanding Achievement in Teaching with Technology.) Since Clair has met the standards for COATT for beginning teachers, she is considered "highly qualified" to teach introductory computer courses, including Introduction to Microsoft Office and Introduction to Webpages.

She has also completed a Graduate Certificate in Educational Media and Technology through Eastern Michigan University's online distance learning program. The program explores ways to infuse technology into the learning experience so that learning is interactive.

To go along with all this computer interest, Clair has also earned certification in Microsoft Word 2003 at the Expert Level. She has also earned certification as a Microsoft Office 2007 Master, which means she passed 4 of the Office tests: Word, PowerPoint, Excel, and Outlook.