

Microsoft Office Specialist: Excel

Earn the MOS: Microsoft Office Excel certification!



Prerequisite:

LCT310 Introduction to Windows Environment or equivalent experience.

Microsoft Office Specialist: Excel Summer 2018 Schedule:

LCT0127 Introduction to Excel 2016 – Tuition \$205 / Fees \$35 (choose one)

Learn the fundamentals of spreadsheets in this course. Formatting cells, ranges, creating formulas, using functions to create and print worksheets will be covered.

LCT0127-001 80019	Monday	6/25	9am – 4pm	HPC123
LCT0127-002 80020	Saturday	7/21	9am – 4pm	HPC123

LCT0227 Intermediate Excel 2016 – Tuition \$205 / Fees \$35 (choose one)

Learn how to work with some of the advanced features in Excel including: charts, adding and formatting graphic objects and sorting and filtering data.

LCT0227-001 80030	Monday	7/9	9am – 4pm	HPC123
LCT0227-002 80031	Saturday	8/4	9am – 4pm	HPC123

LCT0327 Advanced Excel 2016 – Tuition \$205, Fees \$35

Learn how to customize workbooks, work with multiple data sources, collaborate with other users and enhance your spreadsheets using charts and graphic objects.

LCT0327-001 80037	Saturday	8/11	9am – 4pm	HPC123
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Microsoft Office Specialist Certification Self Prep Excel LWC0527-900 80527 – Fees \$155

The Microsoft Office Specialist (MOS) certification demonstrates you have the skills and ability to use a Microsoft Office application. Prepare for the MOS Excel certification with a test preparation software tool which simulates the actual exam. Students will receive test preparation software and a certification exam voucher. Contact 847-925-6075 for more information.

Microsoft Office Specialist: Excel Badge Total – \$875

This digital badge program can be completed in one semester.

Register today! Call 847-925-6300 or go online at <https://www.harpercollege.edu/ce/registration/index.php>.

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