



# Harford Youth Workforce Investment

## Office Job Skills Program

Spring 2023

Microsoft Office Suite is the world's most widely used computer software package. In-depth knowledge of the applications within this suite, Word, Excel, Outlook, PowerPoint, and Access is essential to every occupation. This program is designed to prepare students for entry level positions in the administrative and clerical fields. Jobs in this field span every industry and offer an entry point into many fields of interest. Microsoft Office Suite proficiency is the most requested technical skill in this job category. Excel, followed by Outlook, top of the list of specific application proficiency skills from the Microsoft Office Suite in job postings.

Participation in this program will help students become competitive in this job market by providing preparatory instruction for the Microsoft Office certification exams in Excel and Outlook. Students that pass the exams will complete this program with two highly valuable Microsoft issued certifications: Microsoft Office Excel Specialist & Microsoft Office Outlook Specialist. The knowledge gained through the certification process empowers employees to contribute successfully on the job. While many employees may know enough about Microsoft to get by, certified employees gain valuable skills that improve their efficiency and productivity.

**Certifications:** Microsoft Outlook Office Associate (MO-400), Microsoft Excel Office Associate (MO-200)

### Required Courses:

- Job readiness 6 sessions, 12 hours
- Microsoft Outlook 12-13 sessions, 24-26 hours
- Microsoft Excel 15-17 sessions, 30-34 hours

**Location:** HCC Main Campus, Joppa Hall Room 002

**When:** 1/3/23 – 5/18/23, B days, 11:15am – 1:15pm

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