

MCAS

Business Office Applications Specialist

Enroll in the Business Office Applications Specialist program today! This program is the most advanced and comprehensive education for an office specialist or someone wanting to move into the office environment. The course consists of word processing, working with spreadsheets, database creativity and management, presentation graphics, detailed scheduling and message delivery, bookkeeping, accounting and payroll expertise.

The training will certify you as a MCAS (Microsoft Certified Applications Specialist) and Certified QuickBooks Professional. Microsoft Office is one of the most popular and advanced office software suites used in the corporate environment and QuickBooks is the accounting program used by most enterprise businesses. After completing the Business Office Applications Specialist training you will be an expert in today's office environments.

Need assistance or a touch up on any one program, please contact our career counselors today! We offer open enrollment and have learning centers available Monday through Saturday.

Courses Include:

- Microsoft Word
- Microsoft Excel
- Microsoft Access
- Microsoft PowerPoint
- Microsoft Outlook
- QuickBooks
- Typing
- Fundamentals of Windows
- Fundamentals of the Internet
- Business Office Procedures
- Payroll and Accounting Procedures

Includes:

- Laptop Computer
- Interactive Computer Based Training and Simulation Software
- Instructor led Hands-On Labs
- Instructor Led Certification Specific Lectures
- In-Depth Vendor Authorized Study Guides and Lab Manuals

- Certification Exams with Pass Assurance

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Enroll On-Line Today

Microsoft I.T. Academy Program
Please contact us for more information about our services.

951.276.1414 or 1.800.561.MCSE