

Microsoft Office Specialist: Excel

Earn the MOS: Microsoft Office Excel certification!



Prerequisite:

LCT0034 Introduction to Windows Environment or equivalent experience.

Microsoft Office Specialist: Excel Spring 2019 Schedule:

LCT0014 Introduction to Excel 2016 – Tuition \$195 / 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.

LCT0014-008	Saturday	2/9	9am – 4pm	HPC123
LCT0014-009	Monday	4/1	9am – 4pm	HPC123

LCT0030 Intermediate Excel 2016 – Tuition \$195 / 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.

LCT0030-007	Saturday	2/23	9am – 4pm	HPC123
LCT0030-008	Monday	4/15	9am – 4pm	HPC123

LCT0038 Advanced Excel 2016 – Tuition \$195, 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.

LCT0038-004	Saturday	4/27	9am – 4pm	HPC123
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Microsoft Office Specialist Certification Self Prep Excel LWC0003-004 – 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 – \$845

This digital badge program can be completed in one semester.

Register today! Go to <https://ce.harpercollege.edu/>. Call Continuing Education Registration at 847-925-6300 with any registration questions.

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