

New!

New Westminster Continuing Education MICROSOFT IT ACADEMY

*Classes held at New Westminster Secondary School
835 Eighth Street, New Westminster BC*

New Westminster Continuing Education is excited to announce that we are now a member of the Microsoft IT Academy Program. New Westminster Continuing Education has joined the elite group of educational institutions in Canada, and become a Microsoft IT Academy member and a Microsoft Certified Exam provider.

New Westminster has become the place to upgrade computer skills and provide our learners with the opportunity to take part in official Microsoft courses and to achieve Microsoft certifications.



WHAT IS MICROSOFT IT ACADEMY?

It's a subscription-based membership program designed to help schools offer students and faculty learning solutions for IT skills training and certification as well as technology essentials for professionals. Access to these resources can help students build a successful future with the skills that employers demand. Microsoft IT Academy curriculum will help you obtain the hands-on skills and practice that you need to succeed in your career. The New West IT Academy will offer classroom and E-Learning, both with hands-on labs and valuable Microsoft Certifications, which can increase your chances of getting the job you want in today's economy and the credentials you need to impress employers.

MICROSOFT OFFICE SPECIALIST



A Microsoft Office Specialist (MOS) is globally recognized for demonstrating advanced business skills in using Microsoft Office 2010 and highly developed skills in other Microsoft desktop software. Microsoft certifications bring valuable, measurable rewards to students, IT professionals, their managers, and the organizations that employ them. These certifications are designed to provide the recognition you need to help you excel in your career and provide employers with validation of your skills. For employers, the Microsoft Office Specialist certifications prove you have the skills to succeed.

MICROSOFT OFFICE SPECIALIST EXAM CERTIFICATE

Exams and certification are now available through Continuing Education at our New Westminster Secondary School, 835 Eighth Street, New Westminster. Classes are held in New Westminster Secondary School.

To earn certification students must pass (MOS) exams in either Word 2010, Excel 2010, PowerPoint 2010.
(Excel Levels 1 & 2 = one exam = certificate) Exam Thursday, March 15
(Word Levels 1 & 2 = one exam = certificate) Exam Tuesday, March 13
(Powerpoint) Exam Wednesday, February 22

Let our MOS 2010 Certification training course maximize your potential allowing you to accomplish more by becoming a Microsoft Office Specialist today!

MICROSOFT OFFICE SPECIALIST 2010 CERTIFICATION

Students may challenge the exams but must register separately and pay a fee.

Students (and instructors) certified in the Microsoft Office 2010 applications are able to use the powerful new features and functionality of the Office 2010 release to complete their tasks and projects more efficiently. This can impact positively on academic success and workforce readiness—and turn motivated students into Office superstars.

**For registration on the Microsoft IT classes – check out our website
www.ce40.ca General Interest classes (COMPUTERS) or
call [604-517-6345](tel:604-517-6345) for more information.
(see courses below)**

MICROSOFT OFFICE SPECIALIST CERTIFICATION - 2010 Computer Courses -

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We currently have Microsoft Office 2010 in our labs so that students leave here with the most current and updated technological knowledge as possible!

WORD 2010: Level 1

Microsoft Word 2010 Level 1 teaches the information worker how to work with different types of documents using a variety of core and intermediate features to create and format business documents such as letters, forms, and newsletters. It teaches students how to create and edit documents, save, open and close documents, apply formatting options, set tabs and indents, change the view mode, manipulate the text using features such as copy/paste, and preview/print documents. The course includes a participant workbook and hands-on exercises.

Course # MS10

4 Tuesdays starting January 17
6:45 – 9:45 pm Room 257
Fee: \$175

WORD 2010: Level 2

This course is intended for participants who are familiar with Microsoft Office Word 2010. It is an intermediate level course for individuals that are interested in learning certain advanced concepts of word processing by using Word 2010. The pre-requisite for this course is Microsoft Word 2010 – Level 1 or equivalent knowledge. The course includes a participant workbook and hands-on exercises.

Course # MS11

4 Tuesdays starting February 14
6:45 – 9:45 pm Room 257
Fee: \$175

WORD 2010: Exam

Students may challenge the exam but must register separately and pay a fee.

Course #MS33

Exam Challenge on Tuesday March 13
6:45 – 9:45 pm Room 257 **Fee: \$80**

EXCEL 2010: Level 1

In this course, you will use MS Office Excel 2010 to manage, edit and print data. You will create, edit, format and print basic spreadsheets. Explore the MS Office Excel 2010 environment and create a basic worksheet; perform calculations; modify a worksheet; format a worksheet ; print workbook contents. The course includes a participant workbook and hands-on exercises.

Course # MS12

4 Thursdays starting January 19
6:45-9:45 pm Room 257
Fee: \$175

EXCEL 2010: Level 2

In Microsoft Excel level 2, students will use advanced formulas and work with various data analysis tools to get more from your spreadsheets. You will also organize table data, present data as charts, and enhance the look and appeal of complex workbooks by integrating graphical objects. The pre-requisite for this course is Excel 2010 – Level 1 or equivalent knowledge of the topics and tasks covered in the course. The course includes a participant workbook and hands-on exercises.

Course #MS13

4 Thursdays starting February 16
6:45-9:45 pm Room 257
Fee: \$175

EXCEL 2010: Exam

Students may challenge the exam but must register separately and pay a fee.

Course # MS44

Exam Challenge on Thursday March 15
6:45 – 9:45 pm Room 257 **Fee: \$80**

POWERPOINT 2010

Microsoft PowerPoint 2010 is a powerful presentations application, which allows users to create intuitive presentations for paper, screen, or web output. In this introductory PowerPoint class, students will learn to use PowerPoint 2010 to design basic presentations. LEARN TO: create and edit simple presentations; enhance presentations by formatting; use the drawing tools to create and edit logos and pictures; insert objects; apply Slide design; set up presentations for printing purposes and Learn to create and automate screen shows. Students may challenge the exam but must register separately and pay a fee.

Course # MS14 POWERPOINT 2010

4 Wednesdays starting January 25
6:45 – 9:45 pm Room 257 **Fee: \$175**

Course #MS55 POWERPOINT EXAM

1 Wednesday February 22
6:45 – 9:45 pm Room 257 **Fee: \$80**