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NEW Computer Literacy Course: Microsoft Office 2010 Applications

This course will cover the Microsoft Office application skills needed for college and career. At the successful conclusion of this course, students will have met WCSD computer literacy requirements necessary for high school graduation, and will have earned, at minimum, four important certifications:

Microsoft Office Specialist (MOS): Word 2010
Microsoft Office Specialist (MOS): Excel 2010
Microsoft Office Specialist (MOS): PowerPoint 2010
Microsoft Office Specialist (MOS): Outlook 2010

Advanced students or those who can progress more quickly will have the option to gain any or all of the following additional certifications:

Microsoft Office Specialist (MOS): OneNote 2010
Microsoft Office Specialist (MOS): Access 2010
Microsoft Office Specialist (MOS): SharePoint 2010
Microsoft Office Specialist Expert (MOS Expert): Word 2010
Microsoft Office Specialist Expert (MOS Expert): Excel 2010

Students who obtain the MOS Expert certifications in Word 2010 and Excel 2010, the MOS certification in PowerPoint 2010, and one additional MOS certification will receive the additional distinction of Microsoft Office Master 2010. These are all valuable certificates to take to a summer job or new employer. Microsoft Office Specialist (MOS) certification is the leading IT certification in the world, and prepares individuals for a successful future in our increasingly technology-based society.

Instructor: Susanne Gnagy, M.S., and I-School Staff

Time: Plan on about a standard semester of 60 hours to complete the class, but as the class is self-paced, students may take more or less time to get ready to successfully pass the exams. Students are allowed to take each exam twice.

Text: MOS 2010 Study Guide for Microsoft Word, Excel, PowerPoint and Outlook Exams. Optional: MOS 2010 Study Guide for Microsoft Word Expert, Excel Expert, Access and SharePoint Exams. MOS Study Guide for Microsoft OneNote Exam

Cost: \$490

Enrollment: Open. As a year-round school, you may start anytime. To enroll, call 775-831-2423. Students are expected to check in with assignments at least once a week.

Class Meets: Student Orientation is each Tuesday at 5PM or by appointment. Students proceed at their own pace under the guidance of Ms. Gnagy. Computer Lab hours where students are welcome to drop in, ask questions, and use computers are Monday and Wednesday from 5-7 PM, Saturdays from 9-11 AM, and by appointment. We are open for fall break for students wanting to put in extra time on the course for earlier completion.

Coming Soon: IC3-GS4 Computer Fundamentals Certification, also for Computer Literacy graduation requirements.