Administrative Professional with MS MOS 2016 Program

Program Duration: 9 months

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| **Course Sequence** | **Modules/Lessons** | **Suggested Study Schedule** |
| Excel |  Introduction to Microsoft Excel | Week 1 |
|   |  Intermediate Microsoft Excel 2016 | Week 2 |
|   |  Advanced Microsoft Excel 2016 | Week 3 |
| Word |  Introduction to Microsoft Word 2016 | Week 4 - 7 |
|   |  Intermediate Microsoft Word 2016 |
|   |  Advanced Microsoft Word 2016 |
|   |  Microsoft Word 2016 Final Exam  |
|  PowerPoint |  Introduction to Microsoft PowerPoint 2016 | Week 8 - 10 |
|   |  Advanced Microsoft PowerPoint 2016 |
|   |  Microsoft PowerPoint 2016 Final Exam |
| Outlook |  Introduction to Microsoft Outlook 2016 | Week 11 |
|   |  Advanced Microsoft Outlook 2016 | Week 12 - 13 |
|   |  Microsoft Outlook Final Exam |
| Access |  Introduction to Microsoft Access 2016 | Week 14 |
|   |  Advanced Microsoft Access 2016 | Week 15 - 16 |
|   |  Microsoft Access Final Exam |
| Administrative Professional |  Administrative Professional | Week 17 |
|   |  Customer Service | Week 18 |
|   |  Goal Setting and Time Management | Week 19 |
|   |  Working with Difficult People | Week 20 |
|   |  Business Writing | Week 21-22 |
| Intro to Leadership |   | Week 23 |
| Leaders and Work-life Balance |  | Week 23 |
| Leading and Managing change |  | Week 24 |
| Leading Teams |  | Week 24 |
| Business Essentials |  | Week 25 – 26 |
| Management Fundamentals |  | Week 27 |
| Marketing and Sales |  | Week 28 – 29 |
| Business Financial Management |  | Week 30 – 31 |
| Business in the Electronic Age |  | Week 32 – 33 |
| Business Presentation Skills |  | Week 34 |
| Business Correspondence Level 1 |  | Week 35 |

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| Human Resource Management |  | Week 36 |
| Office Procedures level 1 |   | Week 37 |
| Office Procedures level 2 |  | Week 38 - 39 |
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* The above schedule is provided as a generic guideline to help students manage their study pace efficiently towards on time completion.
* Students who are able to finish courses in a faster pace are allowed and encouraged to do so for earlier completion.
* We recommend students to follow the course sequence in the order listed above.