

## MICROSOFT OFFICE SPECIALIST (MOS)

is a leading credential among professionals, educators and students who would like to enhance their computing skills and tap the full features of Microsoft Office.

At the end of the Program,

the STUDENTS are able to:

- Increase academic performance
- Boost credentials for future job placements
- Prepare for a successful career

the PROFESSIONALS are able to:

- Achieve a new level of proficiency in Microsoft Office
- Boost efficiency in documentation and preparation of reports and presentations

the EDUCATORS are able to:

- Enhance their teaching methodology
- Achieve a newer perspective in the courses being taught

the ADMINISTRATORS are able to:

- Encourage better results
- Validate and reward employees' new level of proficiency in computing skills
- Get an industry-recognized credential, accepted by world standards

## SCHEDULE OF CLASSES

Classes are held on Saturdays at the Our Lady of Montserrat Building.

Courses	Dates
Word 2016 Core	Nov. 4, 11, 18, 2017
Excel 2016 Core	Dec. 2, 9, 16, 2017
PowerPoint 2016	Jan. 13, 20, 27, 2018
Access	Feb. 10, 17, 24, 2018
Outlook	Mar. 10, 17, 24, 2018
Word 2016 Expert	Apr. 14, 21, 28, 2018
Excel 2016 Expert	May 12, 19, 26, 2018

## COURSE DESCRIPTIONS

### WORD 2016 CORE

Create and manage documents  
Format text, paragraphs and sections  
Create and manage references  
Insert and format graphic elements

### EXCEL 2016 CORE

Create and manage worksheets and workbooks  
Manage data cells and ranges  
Create tables  
Perform operations with formulas and functions

### POWERPOINT 2016

Create and manage presentations  
Insert and format text, shapes and images  
Insert tables, charts, SmartArt, and media  
Apply transitions and animation  
Manage multiple presentations

### ACCESS

Create and manage a database  
Build tables  
Create queries  
Create forms  
Create reports

### OUTLOOK 2016

Manage the Outlook environment for productivity  
Manage messages  
Manage schedules  
Manage contacts and groups

**WORD 2016 EXPERT**

- Manage document options and settings
- Design advanced documents
- Create advanced references
- Create custom Word elements

**EXCEL 2016 EXPERT**

- Manage workbook options and settings
- Apply custom data formats and layouts
- Create advanced formulas
- Create advanced charts and tables

**CENTER FOR CONTINUING EDUCATION**

**VISION**

The San Beda College Alabang-Center for Continuing Education will be the main hub of professional courses in the South of Metro Manila. It will be the center for lifelong learning guided by the Benedictine core values of prayer, work and excellence.

**MISSION**

To uplift the quality of services and operations of organizations and improve the productivity of human resources in the workplace by offering excellent professional courses and programs.

**CENTER FOR CONTINUING EDUCATION OFFICIALS**

**DOM CLEMENT MA. H. ROQUE, OSB**  
Rector-President

**DR. CECILIA A. NAVARRO**  
Vice President for Academic Affairs

**DR. CYNTHIA A. ZARATE**  
Head, Center for Continuing Education

**REGISTRATION-CONFIRMATION FORM  
MICROSOFT OFFICE SPECIALIST (MOS)**

Name of Participant \_\_\_\_\_  
Tel No. / Mobile No. \_\_\_\_\_ Email \_\_\_\_\_

Name of Institution \_\_\_\_\_

Module to be attended  
 Word 2016 Core     Excel 2016 Core     PowerPoint 2016     Access  
 Outlook     Word 2016 Expert     Excel 2016 Expert

(Present this form to Cashier for payment and issuance of Official Receipt. Show your Official Receipt to the Graduate School Office on or before the start of the Course)

For more information contact or visit us at:  
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