



PC SKILLS SPECIALIST

450 HOURS
DIPLOMA PROGRAM
DAY CLASS



PC SKILLS SPECIALIST

This comprehensive program is designed for students with basic keyboarding knowledge who wish to develop computer skills in a short period of time.

This Hunter program includes training in the latest word processing, spreadsheet, database, and presentation graphics software. Students completing this program are well equipped to meet the challenges of today's automated office.

Course	Title	Hours
A101	Accounting I	60
	or	
BK	Introduction to Bookkeeping	60
MO1	Microsoft Word Basics	30
MO2	Intermediate Microsoft Word	30
KB3	Advanced Formatting Procedures	30
EX1	Excel for Windows	30
OM101	Office Machines – Electronics Calculator	30
WP5	Word Processing Simulation	30
	or	
QB1	Computerized Accounting Using QuickBooks	30
MO3	Advanced Microsoft Word	30
ADM1	Access Database Management	30
PPG1	PowerPoint Presentation Graphics	30
EX2	Advanced Excel for Windows	30
MO4	Microsoft Office	30
INT101	The internet for Business	30
CD30	Career Development	30