

COMPUTER TRAINING



Microsoft

IT Academy
Program Member



MICROSOFT OFFICE SPECIALIST CERTIFICATIONS

**TRENTON & PAMELA JACKSON
R-CENTER ATTAIN LAB**

**To learn more
contact the
R-CENTER
ATTAIN Lab**

LAB TECHNOLOGY COORDINATORS

RAMA ALLIGOOD
phone: 585-471-2998

ALICIA WARD
Phone: 585-348-8219

E-mail:

rcenter.tpjattain@eoc.suny.edu

Website

www.rcb.sunyattain.org



Self-paced computer-based instructional courseware for Students and Professionals; Intermediate to Advanced Users:

Pre-requisite

Microsoft Digital Literacy

- Working with Computers and Devices
- Accessing Information Online
- Creating Digital Content
- Participating Safely and Responsibly Online
- Collaborating & Managing Content Digitally
- Communicating online

Microsoft Office Certifications

- Word/Word Expert
- PowerPoint
- Excel/Excel Expert
- Outlook
- Access