



University College Cayman Islands



### Microsoft Business Certification

The Microsoft Business Certification program recognizes the skills needed to use the full features and functionality of Microsoft Office programs and the Windows Vista operating system. Whether you want to stand out in the job market, are an employer looking to improve and simplify your organization's hiring processes, or empower yourself to enter the workforce, Microsoft Business Certifications demonstrate proven expertise that businesses will depend on.



Office Word 2007  
Office Excel 2007  
Office Outlook 2007  
Office PowerPoint 2007  
Office Access 2007  
Windows Vista

An IDC study shows that 75% of all administrative employees are required to have either moderate or advanced Microsoft Office skills — make sure that you are qualified for your next job role. ([IDC, 2007](#))

UCCI is currently offering the MCAS Track in **Microsoft Office 2007 - VISTA**.

This course consists of the following topics:

Lesson 1. Getting Started
Lesson 2. Working with Files and Folders
Lesson 3. Organizing Files and Folders
Lesson 4. Personalizing the Vista Workspace
Lesson 5. Customizing Folder Windows
Lesson 6. Working with Multimedia Files
Lesson 7. Searching for Files and Folders
Lesson 8. Getting Help and Support
Lesson 9. Monitoring the Vista Environment
Lesson 10. Managing System Resources
Lesson 11. Managing Software
Lesson 12. Using Windows Vista and the Internet
Lesson 13. Managing a Networked Environment
Lesson 14. Collaborating with Others
Lesson 15. Customizing Your Computing Environment

Course dates and times:

Tuesdays & Thursdays
6:00 PM - 9:00 PM
Sept 22, 2009 – Oct 29, 2009



Course costs and information:

Cost: CI	<b>\$275.00</b> ✓ Includes all materials ✓ Certification Exam Fees NOT Included
Location:	<b>UCCI Computer Lab 3</b>
Maximum Class Size:	<b>12</b>
Minimum Class Size:	<b>4</b>

The Microsoft Certified Application Specialist (MCAS) credential is a globally recognized standard that validates skills with using the 2007 Microsoft Office system and Windows Vista. The MCAS credential meets the demand for the most up-to-date skills on the latest technologies from Microsoft. The MCAS credential validates the skills that individuals and organizations depend on.

Candidates who successfully complete the program by passing certification exams in each subject prove that they meet globally recognized performance standards and are able to work productively and efficiently.

**Seats are available on a first come first serve basis so register soon.**

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