Oxford & Cherwell Valley College

Microsoft Office Specialist

Microsoft IT Academy Program Member

Microsoft Office Specialist

Programme dates

These are the Microsoft Academy MOS course dates for the academic year 2011 – 2012 run at Oxford City Centre Campus. The courses are designed to develop your skills with Microsoft applications as well as giving you the opportunity to gain a Microsoft certification.

The 2 day course is comprises of a taught session on Tuesday workshop on Friday (10.00 - 4.15) when you use Microsoft Academy resources with help from a Microsoft qualified tutor. The resources are available for you to use in your own time and at your own pace. Courses are available in Word, Excel, Access, (these are at 2 levels; Basic or Intermediate/ Advanced) Outlook, PowerPoint and Project.

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The full cost is **£165** (inclusive of Microsoft eLearning materials), with some funding options available through our Get That Job Scheme.

Course List by Date	Date	Workshop
Word-processing - An Introduction to Word	Tue 15 Nov 2011	Fri 18 Nov 2011
Spreadsheets - An introduction to Excel	Tue 22 Nov 2011	Fri 25 Nov 2011
Presentations - Using PowerPoint	Tue 29 Nov 2011	Fri 2 Dec 2011
Project - An introduction to Microsoft Project	Tue 6 Dec 2011	Fri 9 Dec 2011
Spreadsheets - Intermediate Excel	Tue 13 Dec 2011	Fri 16 Dec 2011
Word-processing - An Introduction to Word	Tue 10 Jan 2012	Fri 13 Jan 2012
Spreadsheets - An introduction to Excel	Tue 17 Jan 2012	Fri 20 Jan 2012
Databases - Introduction to using Access	Tue 24 Jan 2012	Fri 27 Jan 2012
Spreadsheets - Intermediate Excel	Tue 31 Jan 2012	Fri 3 Feb 2012
Presentations - Using PowerPoint	Tue 7 Feb 2012	Fri 10 Feb 2012
Databases - Intermediate Access	Tue 21 Feb 2012	Fri 24 Feb 2012
Word-processing - Intermediate Word	Tue 28 Feb 2012	Fri 2 Mar 2012
Spreadsheets - An introduction to Excel	Tue 6 Mar 2012	Fri 9 Mar 2012
Databases - Introduction to using Access	Tue 13 Mar 2012	Fri 16 Mar 2012
Spreadsheets - Intermediate Excel	Tue 20 Mar 2012	Fri 23 Mar 2012
Presentations - Using PowerPoint	Tue 27 Mar 2012	Fri 30 Mar 2012
Using Outlook - Email and Calendars	Tue 17 Apr 2012	Fri 20 Apr 2012
Word-processing - An Introduction to Word	Tue 24 Apr 2012	Fri 27 Apr 2012
Spreadsheets - An introduction to Excel	Tue 1 May 2012	Fri 4 May 2012
Databases - Introduction to using Access	Tue 15 May 2012	Fri 18 May 2012
Presentations - Using PowerPoint	Tue 22 May 2012	Fri 25 May 2012
Spreadsheets - Intermediate Excel	Tue 29 May 2012	Fri 1 Jun 2012
Project - An introduction to Microsoft Project	Tue 12 Jun 2012	Fri 15 Jun 2012
Word-processing - Intermediate Word	Tue 19 Jun 2012	Fri 22 Jun 2012
Spreadsheets - An introduction to Excel	Tue 26 Jun 2012	Fri 29 Jun 2012
Spreadsheets - Intermediate Excel	Tue 10 Jul 2012	Fri 13 Jul 2012
Presentations - Using PowerPoint	Tue 17 Jul 2012	Fri 20 Jul 2012

Further information

Contact our Customer Services Team on **01865 550550** or e-mail **enquiries@ocvc.ac.uk** for further details.

The course prepares you for the Microsoft Office Specialist Exam which can be taken at the college for a fee of £25.00 if you have taken the course. If you wish to take the exam without the course the normal fee is £50.

The Exam is taken online and takes 55 minutes. You will get the result immediately you have completed the exam and a certificate is sent to you directly from Microsoft if you are successful.

Course List By Topic	Date	Workshop
Databases - Intermediate Access	Tue 21 Feb 2012	Fri 24 Feb 2012
Databases - Introduction to using Access	Tue 24 Jan 2012	Fri 27 Jan 2012
	Tue 13 Mar 2012	Fri 16 Mar 2012
	Tue 15 May 2012	Fri 18 May 2012
Presentations - Using PowerPoint	Tue 29 Nov 2011	Fri 2 Dec 2011
	Tue 7 Feb 2012	Fri 10 Feb 2012
	Tue 27 Mar 2012	Fri 30 Mar 2012
	Tue 22 May 2012	Fri 25 May 2012
	Tue 17 Jul 2012	Fri 20 Jul 2012
Project - An introduction to Microsoft Project	Tue 6 Dec 2011	Fri 9 Dec 2011
	Tue 12 Jun 2012	Fri 15 Jun 2012
Spreadsheets - An introduction to Excel	Tue 22 Nov 2011	Fri 25 Nov 2011
	Tue 17 Jan 2012	Fri 20 Jan 2012
	Tue 6 Mar 2012	Fri 9 Mar 2012
	Tue 1 May 2012	Fri 4 May 2012
	Tue 26 Jun 2012	Fri 29 Jun 2012
Spreadsheets - Intermediate Excel	Tue 13 Dec 2011	Fri 16 Dec 2011
	Tue 31 Jan 2012	Fri 3 Feb 2012
	Tue 20 Mar 2012	Fri 23 Mar 2012
	Tue 29 May 2012	Fri 1 Jun 2012
	Tue 10 Jul 2012	Fri 13 Jul 2012
Using Outlook - Email and Calendars	Tue 17 Apr 2012	Fri 20 Apr 2012
Word-processing - An Introduction to Word	Tue 15 Nov 2011	Fri 18 Nov 2011
	Tue 10 Jan 2012	Fri 13 Jan 2012
	Tue 24 Apr 2012	Fri 27 Apr 2012
Word-processing - Intermediate Word	Tue 28 Feb 2012	Fri 2 Mar 2012
	Tue 19 Jun 2012	Fri 22 Jun 2012

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