

## Approved / Registered Programs

- ✓ Accounting / Bookkeeping
- ✓ Administrative Medical Technician
- ✓ Computer Programming
- ✓ Electronic Engineering Technician
- ✓ Microsoft Office Assistant  
( Computer Applications )
- ✓ Network Engineering
- ✓ PC Specialist / A+
- ✓ Web Development

## Guaranteed Results

There is a lot of information out there that could take you years to gather on your own. In a short period of time, we'll give you the best and only the most relevant and valuable information to help you be the best you can be. We guarantee that upon completion of our courses, you will gain more knowledge, confidence as well as experience in the subject you studied that can be applied immediately to help you succeed.

## State License

Knowledge Innovations Academy is a private institution approved to operate by the California Bureau for Private Postsecondary Education (BPPE). The institution is compliant with the minimum standards contained in the California Private Postsecondary Education Act (CEC) of 2009 and Division 7.5 of Title 5 of the California Code of Regulations. CEC is governed by the Bureau for Private Postsecondary Education. Information about the Bureau can be found at [www.bppe.ca.gov](http://www.bppe.ca.gov).

Knowledge Innovations Academy is approved to accept participants from federal and state unemployment programs such as company tuition reimbursement, NOVA, TAA, Workers' Compensation, Workforce Innovation and Opportunity Act (WIOA) and Employment Development Department (EDD).

## Contact Us

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## Knowledge Innovations Academy

2268 Quimby Rd. # E, San Jose, CA 95122

# MICROSOFT OFFICE ASSISTANT

( Computer Applications )



(408) 239-5520

( Au Lac Institute )

## Program Objective

The primary objective is to prepare graduates for entry-level positions in the business office environment as Administrative Assistants, Customer Service Representative, or Receptionists.

## Course Offered

### Module I : Computer Basics

#### Intro to Office Environment

Students learn about computer components, the Windows operating system, and how to operate the computer and its peripherals. Students also learn how to use a file system such as folders and subfolders to organize files, as well as trouble-shooting techniques.

### Module 2 : Office Automation

#### Basic Word Processing

Students will learn the basics of word processing on Microsoft Word for Windows.

#### Basic Business Writing

Students will learn about business writing and correspondence composing memos, faxes, basic letters, and basic office reports.

#### Office Email and Internetworking

This course provides an introduction to the use of office Email intranet. A basic understanding of Microsoft Outlook is also covered.

### Advanced Internet Use and Navigation

Students will learn how to navigate the Internet using the popular browsers Chrome, Firefox, and Microsoft Explorer. Basic use of Internet Email, locating and retrieving information, and Internet Search Engines are also covered.

### Module 3 : Microsoft Office

#### Advanced Microsoft Word

This course covers the latest features and provides an advanced level understanding of Microsoft Word for Windows: how to manage auto text entries, styles, templates, macros, text text entries, styles, templates, macros, merging and multiple columnar formats, and mail merge. Microsoft Word Art is also covered where Graphics, OLE, and text are used to construct powerful presentation documents.

#### Advanced Microsoft Excel

This course covers the features of the latest version of Microsoft Excel to provide an advanced level of understanding. Students will learn how to create worksheets, macros, charts, and pivot tables. Students are taught how to create charts to graphically represent worksheet data and how to maintain and manage lists. The course will also cover in detail how to customize their work areas and create advanced formulas. They will also explore worksheet troubleshooting techniques and multiple file linking options.



### Module 4 : PowerPoint

#### Lesson 1

Starting with MS Powerpoint

- Create a new presentation
- Add slides to a presentation
- "Save" and "Save As" functions

#### Lesson 2

Create a new slide show on powerpoint

- Insert a slide and text
- Insert object: clip art, word art, pictures
- Insert charts, diagrams, and tables,
- Format text slides

#### Lesson 3

Special Effects

- Change object orientations
- Add sound objects
- Layer objects & animate objects

#### Lesson 4

Presentation Preparation and Delivery

- Spell check and arrange slides
- Add transitions to slides
- Animate text
- Tips to deliver a slide-show presentation