

# WIOA BUSINESS SPECIALIST

## THE TECHNOLOGIES EVERY BUSINESS NEEDS

The Modern Office program entails approximately 58.5 hours of instructor-led and computer-based training. This program will provide students with training in the most popular software packages used in corporate America.

### COURSES

#### ■ PROGRAM CERTIFICATION

Microsoft Office Specialist (MOS).

#### ■ MICROSOFT EXCEL ONE - foundations

In this course you will learn how to create spreadsheets and workbooks that you can use to store, manipulate, and share your data.

#### ■ MICROSOFT EXCEL TWO - analyzing and presenting data

In this course you will get hands on experience with guided labs on how to organize table data, present data as charts, and enhance the look and appeal of workbooks by adding graphical objects.

#### ■ MICROSOFT TEAMS - for business users

In this course you'll learn to communicate with team members effectively, ensuring that your message is clear and concise. Discover how to share files securely, maintaining the integrity and confidentiality.

#### ■ MICROSOFT ONENOTE

In our fast-paced digital world, the need to capture ideas, meeting notes, and to-do items is ever present. Microsoft® Office OneNote® provides a way for you to efficiently create and collect your notes in an electronic notebook.

#### ■ MICROSOFT WORD ONE

This training is tailored to introduce you to the fundamental features of Word, perfect for those starting their journey in document management. Explore efficient file management techniques in the File Tab, learn essential text operations such as cut, copy, and paste, and elevate your document's look with professional formatting.

#### ■ MICROSOFT OUTLOOK ONE

In this course you will learn how to create and edit simple documents; format documents; add tables and lists; add design elements and layout options; and proof documents.

#### ■ SHAREPOINT FOR THE END-USER

In this course you will learn how to navigate SharePoint sites, manage content in lists and libraries, create and edit alerts, collaboration, document management and social features of Microsoft SharePoint.

#### ■ STRENGTHSFINDER WORKSHOP

Using the Gallup Strengths online assessment, each participant will complete the evaluation to identify their top 5 natural strengths. Once strengths are discovered, explained and validated by interactive exercises attendees will know how to leverage their natural strengths to contribute to the success of the organization's team.

# MAX

MAX TECHNICAL TRAINING ♦ MAX SOLUTIONS

## POTENTIAL JOBS

Administrative Assistant  
Office Assistant  
Front Desk Receptionist  
Administrative  
Assistant Bookkeeper  
Accounting Assistant  
Financial Advisor Administrator

## WHO CAN APPLY?

Adults over the age of 18, who are eligible to work in the U.S., meet the applicant financial status, and if applicable, registered for Selective Service.

Dislocated Workers who have lost their job through no fault of their own.



## APPLICANTS CAN START TODAY.

# 513-322-8888

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