
This course will prepare you for the Certified Administrative Professional (CAP)—one of the most valuable credentials an administrative professional can hold. You will learn the fundamentals of workplace administration, including organizational communication, records management, and human resources. You will then learn advanced skills for using programs in the Microsoft Office suite.

By course completion, you will be fully prepared to take the CAP exam and the MO-200 and MO-201 (Excel), MO-100 and MO-101 (Word), MO-300 and MO-310 (PowerPoint), and MO-400 (Outlook) exams. To earn the Microsoft Office Specialist (MOS) Associate Certification, you must successfully complete 3 Associate level (MOS) exams of your choosing.

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- < Maintain office functions and record keeping
- < Plan meetings, events, and arrange travel
- < Maintain budgets and basic accounting functions
- < Manage time and other resources for themselves and others
- < Utilize technology, including virtual and mobile, with strong computer and internet research skills
- < Coordinate communications between internal staff and/or external clients

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- < MO-300: Microsoft PowerPoint
- < MO-400: Microsoft Outlook

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- < Microsoft Office 365, 2021, or 2019 (not included in enrollment). While you can use an older version of Microsoft Office, if you do, there will be some differences between your version and what you see in the course.
- < [Adobe Acrobat Reader](#).
- < Software must be installed and fully operational before the course begins.

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