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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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Course Outline

MODULE	