

Week #	One	Two	Three	Four	Five	Six
Course/Level	Word	Excel	PowerPoint	Outlook	PowerPoint	Word & Excel
Level I	Yes	Yes	Yes	Yes	Yes	
Level II	Yes	Yes	Yes	Yes	Yes	
Level III						YES

4 Core Exams and 1 Expert Exam	
Days	30
Weeks	6
Hours (8 hrs/day)	240
Schedule 08:00 AM to 04:00 PM	