



We deliver technology  
and training that works.

## Workforce Development Re-training Program

**Outlook 2007:  
Microsoft Certified Application  
Specialist (MCAS)**

# Table of Contents

PROGRAM INTRODUCTION ..... 3

PROGRAM DESCRIPTION ..... 4

PROGRAM INFORMATION..... 5

    OCCUPATION OBJECTIVES: ..... 5

    DELIVERY METHOD: ..... 5

    TYPE OF CREDENTIAL EARNED BY PROGRAM COMPLETERS: ..... 5

    ADMISSION REQUIREMENTS SPECIFIC TO THIS PROGRAM:..... 5

    TUITION FOR A FULL-TIME STUDENT: ..... 5

POLICIES..... 6

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As a full service computer training center, **ACB Solutions** understands how important it is receive specialized training. Our goal is to provide the education and environment needed for individuals to acquire that specialized training and the skills needed for them to embark in a successful and fulfilling career. To that end, ACB Solutions offers a variety of training programs through our Computer Training Center.

Our **Microsoft Outlook 2007, Microsoft Certified Application Specialist** program is designed to assist students in learning the tools needed to attain a position in any office environment. As Microsoft Partner, ACB Solutions works with many companies on a daily basis. By building our program around what is required to operate in an office environment, ACB Solutions feels our students have the best possible opportunity to obtain certification and find employment in any office environment.

Our program is broken down into 3 major categories:

- Classroom time
- Lab time
- Testing - Microsoft Certified Application Specialist

Each of these training phases builds upon the prior phases to help establish a base of knowledge and experience. Students may be asked to take a typing test at the beginning of training and will be provided with typing tutorial programs to pursue a target typing speed of 40 words per minute prior to course completion.

Employers need qualified employees, our program is designed to give students the knowledge and experience employers are looking for.

We want our students to succeed and provide them the environment and education needed to get them on track with a successful and fulfilling career. If you have any questions or require any additional information, please contact our training center manager, Rob Axtell, at 267-4216 or [raxtell@akcbolutions.com](mailto:raxtell@akcbolutions.com).

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Program Description  
 Microsoft Outlook 2007, Microsoft Certified Application Specialist  
 Program Track

The following individual classes make up ACB Solutions program track for Microsoft Outlook 2007, Microsoft Certified Application Specialist.

<b>Microsoft Outlook Level 1 - 2</b> MS Outlook is the most popular email programs on the market today. Students learn how to create professional emails, work with calendars, tasks in these one-day classes.		\$350
<b>Microsoft Outlook Lab</b>		
<b>Lab Days</b> Students will spend time working back through the course materials provided as well as additional examples provided by the instructor and in the course manuals		\$525
<b>Testing</b>		
Microsoft Certified Application Specialist		\$125
<b>Program Repeat Policy</b>		
After completion of our Microsoft Outlook 2007 program ACB Solutions will help to determine the skill level of each student and evaluate their qualifications. Students who fall short in their ability to perform will have the option to repeat as much of the initial training as needed at no additional charge. ACB Solutions will make the final decision on where each student should start in the retraining.		
<b>Program Total</b>		\$1,000.00

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# Training Program Information

## **OCCUPATION OBJECTIVES:**

ACB Solutions feels that our programs provide students with the best possible training and lab time to extend their knowledge and get them certified in each application. This certification is an industry standard and gives the student that extra edge needed to find employment in any office setting.

## **DELIVERY METHOD:**

All classes provided at ACB Solutions are hands-on with one student per computer; no more than 12 students in any one class.

## **TYPE OF CREDENTIAL EARNED BY PROGRAM COMPLETERS:**

ACB Solutions' program provides the opportunity for each student to get a Microsoft Certified Application Specialist certification. With this certification, each student is given the ability to succeed in any office setting.

## **ADMISSION REQUIREMENTS SPECIFIC TO THIS PROGRAM:**

Students should have at least a basic idea of computers and how they operate.

## **TUITION FOR A FULL-TIME STUDENT:**

The cost of this program is \$1,000.00.

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# Policies

## Refund and Cancellation Policy

Alaska Computer Business Solutions LLC has created this program to provide the best possible training within a short amount of time and limited budget. Every student's ability and aptitude is different. ACB Solutions makes no guarantee or warranty regarding our training and cannot assure this training track will lead to employment. ACB Solutions provides no refunds for classes or labs that have been taken and all training is provided on a best effort basis.

ACB Solutions reserves the right to cease training for any student at any time and for any reason. We will advise vocational or other workforce counselors prior to such cessation. Students will be charged for classes as they are taken.

Cancellations received up to five working days before the start of a class will be refundable. There are no refunds for cancellations within five working days of the start date; however ACB Solutions will apply this fee for future classes including retaking the same class. Please note: If students don't cancel and don't attend the scheduled class, they are still responsible for full payment of class. ACB Solutions offers students one free retake for each class taken by the student. This retake must be within six months of the original date of class. Retakes are on a space available basis. Students must bring the original course manual with them or be charged an additional \$30.00 for a new course manual. ACB Solutions reserve the right to cancel or reschedule classes.

## Grading Policy

All Classes provided by ACB Solutions are based on unsatisfactory or satisfactory completion. If a student is in the unsatisfactory completion status ACB Solutions will place the students back in the class at no charge to the student.

## Attendance Policy

ACB Solutions keeps a log for each student in our programs. This log indicates the sign in and signs out for each student and what the student is working on or what class the student is taking that day.

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