

# Microsoft<sup>®</sup> Office<sup>®</sup> Specialist

Helps prepare students for Microsoft Office Specialist certification.

This 204-clock hour course introduces students to the features and functionality of Microsoft Office 2010, while preparing them for the Microsoft Office Specialist (MOS) certification program. Through video instruction, interactive skills demonstrations, practice assignments, and unit-level assessments, students become proficient in Microsoft Word<sup>®</sup>, Excel<sup>®</sup>, PowerPoint<sup>®</sup>, Outlook<sup>®</sup>, and Access<sup>®</sup>. By the end of the course, students will be prepared to demonstrate their skills by obtaining one or more MOS certifications.



## Course Features

Designed for learners interested in becoming MOS Certified, ECI's MOS course features:

- Engaging direct-instruction videos.
- Comprehensive hands-on projects.
- Performance rubrics and exemplars to aid in instructor grading.
- Contextual vocabulary support to help students with terms and phrases.

To learn more, call

952-465-3702 or visit [ExcelCareerInstitute.org](http://ExcelCareerInstitute.org)

# Microsoft Office Specialist

Provides a flexible, online curriculum option for learners that require training on their terms.

Pathway	<b>Microsoft® Office® Specialist</b> This course prepares students for the Microsoft Office Specialist (MOS) certification exam, validating their proficiency in using Microsoft Office and meeting the demand for the most up-to-date skills on Microsoft technologies used in most businesses.
Certification	<b>Microsoft Office Specialist (MOS)</b>

The \*Microsoft Office Specialist (MOS) certification exam is taken in person at an authorized [testing center](#).  
Learn more about the Microsoft Certification at the [Official Microsoft website](#).



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