Microsoft Office Specialist Certification Class — Word

Program Description:
This program builds on the student’s basic Microsoft Office skills to learn more advanced topics and prepare for the Microsoft Office Specialist (MOS) certification exam. The MOS certification is an industry recognized credential awarded by Microsoft.

Enroll now for classes beginning:

2022
February 14

SCHEDULE
40 hours of training in 4 weeks
Monday — Friday
11 AM — 1 PM
Available online or in-person

PREREQUISITE
Introductory Microsoft Word for the Workplace.

Led by Experienced MOS Specialist Master Instructor

Course Description
This class teaches students with fundamental Microsoft Office Word skills to become more proficient and productive in the use of more advanced features of the application. In addition to learning more advanced topics, students will prepare for the MOS Certification exam in Microsoft Office Word. As part of the class, students will be given the opportunity to take the MOS exam on-site in one of the SACT’s certified Certiport® testing facilities or online.

Topics Covered
- Microsoft Word 2019 Advanced Topics
- Certification Preparation and Practice
- Keyboarding
  - Typing
  - Data Entry

Expected Student Outcomes
- Achieve competency in Advanced functions of Word 2019
- Improve Typing and Data Entry Speed and Accuracy
- Demonstrate Excellent Attendance and Punctuality
- Achieve MOS Certification in Word

It's about employment and independence for people with disabilities. The rest is technology.