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.

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

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

SCHEDULE
40 hours of training in 2 weeks
Monday — Friday
10:00 a.m. — 2:30 p.m.
Available online or in-person

PREREQUISITE
Introductory Microsoft Word for the Workplace.

Led by Experienced MOS Specialist Master Instructor

Enroll now for classes beginning:
2021
December 6

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