



# THE SCHOOL OF ADAPTIVE COMPUTER TRAINING

To enhance the computer technical skills and marketability of people with disabilities and others affected by the digital divide.

## 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:**



### SCHEDULE

40 hours of training in 4 weeks  
Monday — Friday  
11:00 a.m. — 1:00 p.m.

### PREREQUISITE

The prerequisite for this class may be satisfied by completing the SACT's *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.**

The School of Adaptive Computer Training | A program of Cerebral Palsy Research Foundation of Kansas, Inc.  
5111 E 21st St N | Wichita, KS 67208 | (316) 652-1527 | bshurden@cprf.org | www.JobSkillsForLife.com

