

NOW OFFERING DAY & EVENING* CLASSES!

*TUESDAY AND WEDNESDAY EVENINGS 5-9 PM AVAILABLE STARTING IN SEPTEMBER

Get ready for your next job or college with Microsoft Office Specialist Certifications

- Microsoft certifications are based on globally recognized standards and are the industry standard for designating mastery of Office knowledge and skills
- MOS boosts academic performance and preps learners for college and career
- Embedded digital literacy within all programs and curriculum
- Testing is a performance-based format
- Students who pass an exam are eligible for .5 credits for each certification at participating colleges and universities

We are proud to be the only place in a 70-mile radius that offers free MOS training & testing.



Microsoft
Office Specialist
Authorized Testing Center

Frequently asked questions:

Are there any prerequisites for the program?

Yes, students need a solid knowledge of computer applications and basic Microsoft Office tools. All applicants are required to complete a prescreener. They will then be notified of their results and program status by the lab managers.

Which programs are available?

All five of the programs in the 2013 Suite: Word, Excel, PowerPoint, Access, and Outlook. We also offer training and testing for OneNote, as well as Word and Excel Expert exams. However all students start with Word.

How long is the program?

Each Microsoft Office 2013 Certification training program is scheduled for 40-60 hours, depending on the course and a student's existing skills. **This training is intensive, and will require consistent study and practice.** Students will be working on the materials daily!

How will these certifications benefit me?

Microsoft® Certified Application Specialists are a part of a global community of distinguished achievers. Certified Specialists are able to maximize Microsoft Office applications to create:

- More useful documents
- More efficient spreadsheets
- More attractive presentations
- More robust databases
- More effective emails, calendars, and communications

For more information, call us at (315) 472-0130, or email the ATTAIN Lab Managers at wallam@morrisville.edu or millerjj@morrisville.edu.

The Syracuse EOC
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The Power of
Opportunity



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