



## Office Professional Pathway Microsoft Office Specialist Certification (MOS)



The **Microsoft Office Specialist Certification** training program prepares you to take the Microsoft (Word, Excel, PowerPoint, Outlook, Access) Specialist Certification Exam. In this program you will learn the ins and outs of working within Microsoft Office Applications—important skills to bring to any profession or workplace. Familiarity with Microsoft Office 2016 is a vital skill-set to have in any professional workplace, whether you're preparing for an entry-level position or are an experienced professional.

**\$349 Fee for one Microsoft module (Word, Excel, PowerPoint, Outlook or Access) includes:**

- ❖ **Instructor-Led Nine-Week Lab (9 Weeks)**
- ❖ **Learning Key - (Valid for 1 Year)**
- ❖ **Practice Exams - (Valid for 1 Year)**
- ❖ **Module Tests - (Valid for 1 Year)**

**\$899 Fee for all five Microsoft modules includes Word, Excel, PowerPoint, Outlook and Access.**

Upon receiving the Microsoft Office Specialist Certification, you'll be ready to begin your career as an Administrative Assistant. The average salary for an Administrative Assistant is \$44,950/year. (Glassdoor)

**Students Interested in IC3, MOS and/or QuickBooks Certifications must attend one of the following Mandatory Orientations.**

Tuesday	6009400	8/20/19	6:30pm-7:30pm	Room 17
Thursday	6009401	8/22/19	9:00am-10:00am	Room 17
Tuesday	6009403	10/29/19	9:00am-10:00am	Room 17
Monday	6009402	10/28/29	6:30pm-7:30pm	Room 16

[www.PlacerOnline.org](http://www.PlacerOnline.org)  
**Call 530-885-8585 for more information.**