



Advanced Career Training

# Microsoft Office

Learn anywhere, any time

**ONLINE  
COURSES!**

## Course Features:



24 / 7 Access



Books and materials included



Certificate of Completion



Financial assistance available



Student Advisors included



Industry recognized  
certifications

### **Certified Administrative Professional with Microsoft Office Specialist (MOS) Associate**

Vouchers Included

Master the Microsoft Office suite and prepare for the Certified Administrative Professional exam and the Microsoft Office Specialist (MOS) Associate certification.

### **Certified Administrative Professional with Microsoft Office Specialist (MOS) Expert**

Vouchers Included

Prepare for the Certified Administrative Professional exam and the Microsoft Office Specialist (MOS) Expert certification exams.

### **Executive Assistant with Microsoft Office Specialist (MOS) Associate**

Vouchers Included

Prepare for a role as an executive assistant and be ready to take the Certified Administrative Professional (CAP) and Microsoft Office Specialist (MOS) Associate Certification exams.

### **Executive Assistant with Microsoft Office Specialist (MOS) Expert**

Vouchers Included

Learn the essentials of Microsoft Outlook from an expert instructor. Get up and running quickly with the most important aspects of the program.

### **Microsoft Office Specialist (MOS) Associate Certification Training**

Vouchers Included

This course will prepare you to take the MOS exams for Word, Excel, PowerPoint, and Outlook.

### **Microsoft Office Specialist (MOS) Expert Certification Training**

Vouchers Included

Earn your Microsoft Office Specialist (MOS) Expert Certification. Exam fees included for five exams.

**To learn more and enroll, visit:**