

Advanced Career Training

Microsoft Office

Learn anywhere, any time

**ONLINE
COURSES!**

School Name here

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:

careertraining.ed2go.com/webname