



# CREC

Expert  
Solutions

## Microsoft Office Specialist (MOS) Certification



### What is MOS?

The MOS is the only Microsoft-approved program in the world for certifying proficiency in Microsoft Office desktop applications. CREC serves as one of a few Microsoft IT Academy and Authorized Testing Centers in Connecticut and offers training targeted for school and office personnel to earn their MOS certifications.

Certification holders leverage the full set of features and functionality of the Microsoft Office application suite, resulting in increased job performance and efficiency within their organizations.

### CREC offers the MOS certification preparation at three levels:

- **Core** certification ensures a basic level of proficiency for individual Microsoft Office products including Word, Excel, PowerPoint, Access, Outlook, SharePoint, OneNote, and Office 365.
- **Expert** certification denotes a more advanced level of proficiency in Word and Excel.
- **Master** certification comes with the successful completion of the Word Expert, Excel Expert, PowerPoint (core), and one additional certification in Access, Outlook, SharePoint, OneNote, or Office 365.

The courses are conducted in one six-week module per Microsoft Office application. To accommodate demanding work schedules and foster self-paced learning, we deliver the training through a blended learning model that includes face-to-face and online instruction.

### Cost

**\$450.00** per module

Includes: Personalized Instruction, Preparation Software License, Exam Voucher (w/retake option), Digital Resources, Online Course Access and support, and Certificate of Completion

### UPCOMING COURSES

#### Microsoft Excel Core

January 13 – February 17, 2015

#### Microsoft Word Core

January 26 – March 3, 2015

#### Microsoft Excel Expert

April 6 – May 12, 2015

#### Microsoft Word Expert

May 26 – June 30, 2015

### Register Today!

[www.crec.org/dart/events.php](http://www.crec.org/dart/events.php)

### Call or email for more details:

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