

MICROSOFT® OFFICE SPECIALIST 2010 (MOS 2010) CERTIFICATION

FOR MICROSOFT OFFICE 2010

LET MICROSOFT CERTIFICATIONS TRANSFORM YOUR CURRENT SKILLS INTO A MEANINGFUL CAREER!

Microsoft Office Specialist certification (MOS) is the globally recognized standard for validating expertise with the Microsoft Office suite of business productivity programs such as Access, Excel, Outlook, PowerPoint and Word. Give yourself increased competency and productivity; increased credibility with employers, coworkers, and clients. Set yourself apart from today's competitive job market by giving yourself greater earning potential and career advancement. Find out more at www.microsoft.com/learning/mcp/msbc/mcas/

WHEN: *By appointment only.* **SP 2012 schedule:** (Exclusion: March 19-25, 2012, Spring Break)

January 31–May 7, 2012, Mon.-Thurs.: 1-4 p.m.,

WHERE: Palomar College, San Marcos Campus, Room MD-335

Contact: Kathy Dunham, 760.744.1150, extension 2497

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COST: \$95.00 public, \$85.00 students and staff for voucher w/free retake. Pay at Cashier's office. \$15.00 Proctoring fee for non Palomar College purchased vouchers.

PRE EXAM: Register with Certiport and Microsoft to get a Username and Password prior to exam appointment at <http://www.certiport.com>.
Need practice? The Certiport Certification Prep practice test is available for purchase from Certiport at www.certiport.com, [Shop Certiport](#) link.




Microsoft
CERTIFIED
Application
Specialist

SOFTWARE TRAINING FOR MOS CERTIFICATION AT PALOMAR COLLEGE

The Business Administration Department offers self-paced open-entry/open-exit and online classes to help you prepare for MOS certification :

SELF-PACED, OPEN-ENTRY/OPEN EXIT LAB AND ONLINE CLASSES

BUS 170/171 (Word® Basic and Advanced)

BUS 175 (Excel® Basic)

BUS 180 (Access® for Business)

BUS 185 (PowerPoint® for Business)

ONLINE ONLY CLASSES

BUS 176 (Excel® Intermediate)

BUS 177 (Excel® Advanced)

