



Microsoft Office Certification

2023-2024

This program is designed to prepare students for entry level positions in the administrative and clerical fields. Jobs in this field span every industry and offer an entry point into many fields of interest. Microsoft Office Suite proficiency is the most requested technical skill in this job category. Participation in this program will help students become competitive in this job market by providing an in-depth exploration of four of these applications: Word, Excel, PowerPoint, and Access. Students will take certification exams in Word, Excel, and PowerPoint. Participants that pass all three exams will be awarded the cumulative certification as a Microsoft Office Specialist.

Required courses:

- Job Readiness
- Microsoft Word
- Microsoft Excel
- Microsoft PowerPoint

Certifications: Microsoft Word Office Associate (MO-100)

Microsoft PowerPoint Associate (MO-300)

Microsoft Excel Office Associate (MO-200)

Microsoft Office Specialist

Location: TBD

When: October 2023-May 2024

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