

Microsoft® Office Specialist

Turn motivated job seekers into Office superstars



Learn more 



Message Brief

The new Microsoft Office Specialist (MOS) 2010 certification program is an exciting opportunity for workforce development programs and staffing agencies to increase job placement rates and fulfill their directives. MOS 2010 certification recognizes the skills needed to use the full features and functionality of Office 2010 applications and meets today's business performance requirements. The new credential can put job candidates a step ahead of their competition: when recruiters choose a candidate with MOS 2010 certification, they know they're getting an Office 2010 superstar!

Certification prepares job candidates to succeed.

Will your candidates be ready to enter the workforce? Will they have practical computing skills to help them move ahead in the workplace? MOS 2010 certification provides a cost-effective tool to serve job candidates and the community by facilitating job placement. It ensures that job candidates have the skills employers want, and it validates the effectiveness of training and development programs. MOS 2010 features a series of verifications that provide a continuum for skills qualification and validation. Certification also verifies a wide variety of skills—not only in using applications, but also for projects such as managing budgets and preparing presentations.

Provide your job candidates with a valuable resource.

Microsoft Office Specialist 2010 certification improves training outcomes and fosters workforce readiness. It enables job candidates with proven desktop computing skills to differentiate themselves in the job market and advance their careers. Studies show that a comprehensive level of skill proficiency is directly linked to an immediate increase in on-the-job performance, regardless of the actual job function.*

Contact us today!

Microsoft Office Specialist 2010 certification is poised to make a tremendous global impact on school and workplace performance. Find out today how certification can work for you. Get the latest information on Microsoft Office Specialist 2010 certification today!

WWW.CERTIPORT.COM/MOS

WWW.MICROSOFT.COM/LEARNING

* Microsoft Office Specialist: Improving the Workplace, Robert Hunt, Ph.D., and Sean P. Gyll, Ph.D., 2001.

Validate skills on the most popular Microsoft Office 2010 applications:

Word 2010

Enhanced features, collaborative tools and almost-anywhere file access make it easy to create high-quality documents.

Excel® 2010

New analysis, visualization and access tools make it easier to manage and share data.

PowerPoint® 2010

Exciting and easy-to-use audio/visual capabilities make it simple to create powerful, polished presentations.

Access® 2010

Simplified tools and new Web databases make it easier to track, report and share information.

Outlook® 2010

Advanced e-mail organization, search, communication and social networking features enhance productivity.

SharePoint® 2010

Comprehensive content management and search tools help improve organizational effectiveness.

CERTIPORT®

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