



What is the MOS exam (Microsoft Office Specialist)?

Each MOS exam covers a Microsoft Office 2007 application. The Office 2007 applications covered are Word, Excel, Access, PowerPoint, and Outlook. Each application exam may be taken individually.

How Can I Become Certified?

Coastal Carolina Community College's Division of Continuing Education offers MOS certification training. Coastal's daytime instructor is a Microsoft Certified Trainer, and provides MOS exam training.

How Can MOS Certification Benefit Me?

- Globally recognized and accredited
- Increase your value as an employee
- Characterizes Microsoft users as knowledgeable with comprehensive understanding
- Attracts attention in a competitive job market for better jobs

What Do I Get From the Training?

- Microsoft approved training and materials focused toward helping you achieve certification
- In-class exam preparation software manuals

MOS Testing Schedule and Cost

The \$90 fee for each MOS application exam must be paid in advance of testing. Payment by cash, check, MasterCard, Visa, American Express or Discover is accepted in the Hurst Continuing Education Building. Call 910.938.6294 for details.

MOS lab and testing is located in the Hurst Continuing Education Building, Room 200.

Lab Hours:
Monday – Thursday
7:30am – 9:00pm
Friday
7:30am – 5:00pm

Guaranteed to Run

When you see this symbol next to a class, we guarantee this class will run regardless of registration numbers.



Coastal Carolina Community College (Coastal) reserves the right to reschedule a guaranteed class for circumstances beyond our control such as governmental regulations or controls, inability to obtain materials or services, Acts of God or instructor emergencies. If an instructor becomes unavailable, Coastal will try to find a replacement. If one cannot be found, Coastal reserves the right to cancel the class.



Coastal Carolina Community College
Division of Continuing Education

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 **Microsoft
Office**

**Microsoft Office Specialist
(MOS) 2007 and 2010
Training Classes**

April – June 2012

Microsoft Office Specialist (MOS) 2007 & 2010 Training



Nannette Padgett
MCT, MCAS, and MOS
Certified Master Instructor

Microsoft
CERTIFIED

Trainer

"Mrs. Padgett is an outstanding instructor and does all she can for her students. She leaves no one behind."

<http://www.microsoftword.biz>


To register call
910.938.6294

Not sure which computer class to take?

We can help evaluate your computer skills

For more information about these classes, call Terrance Dunn, 910.938.6821 or Kathy Mays, 910.938.6376


On-campus (K.B. Hurst Continuing Education Building, Room 204)

Beg	End	Title	Cost	Times
4/19	6/7	Microsoft Office 2007 Boot Camp – Level I (<i>Thursday evenings</i>)	\$65	6:00pm – 9:00pm
5/21	5/23	Microsoft PowerPoint 2007 Intermediate – Advanced	\$65	8:30am – 12:30pm
 6/4	6/8	Microsoft Office 2007 Intermediate	\$65	8:30am – 12:30pm
6/16	6/23	Spreadsheet Fundamentals using Microsoft Excel 2007	\$65	9:00am – 4:00pm
 6/18	6/22	Microsoft Excel 2007 Introduction – Intermediate	\$65	8:30am – 12:30pm
6/18	8/6	Microsoft Office 2007 Intermediate (<i>Monday evenings</i>)	\$65	6:00pm – 9:00pm



On-campus (Ragsdale Building, Room 121)

Beg	End	Title	Cost	Times
4/21	4/28	Database Fundamentals using Microsoft Access 2007	\$65	9:00am – 4:00pm
5/1	6/19	Microsoft Office 2010 Intermediate (<i>NEW!</i>)	\$65	6:00pm – 9:00pm
6/14	8/2	Microsoft Office 2010 Boot Camp – Level I (<i>NEW!</i>) (<i>Thursday evenings</i>)	\$65	6:00pm – 9:00pm



On-campus (Ragsdale Building, Room 122)

Beg	End	Title	Cost	Times
 4/23	4/27	Microsoft Office 2010 Boot Camp – Level I (<i>NEW!</i>)	\$65	8:30am – 12:30pm
 5/14	5/18	Microsoft Office 2010 Intermediate (<i>NEW!</i>)	\$65	8:30am – 12:30pm
 6/25	6/29	Microsoft Access 2010 Database Design to Delivery	\$65	8:30am – 12:30pm

Marine Corps Base Camp Lejeune (Building 524, Room 201)

Beg	End	Title	Cost	Times
4/3	4/5	Introduction to SharePoint 2007 for the End-User	\$65	8:30am – 12:30pm
 4/16	4/20	Microsoft Access 2007 Database Design to Delivery	\$65	8:30am – 12:30pm
 6/11	6/15	Microsoft Office 2007 Boot Camp – Level I (<i>NEW!</i>)	\$65	8:30am – 12:30pm

Online (Textbook Required)

Beg	End	Title	Cost	Times
 4/23	6/18	Microsoft Office 2010 Intermediate (<i>NEW!</i>)	\$65	ONLINE Prepay by 4/16
 5/7	6/30	Microsoft Excel 2010 Introduction (<i>NEW!</i>)	\$65	ONLINE Prepay by 4/26