

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:

M – Th 7:30 a.m. – 9:00 p.m.
F 7:30 a.m. – 5:00 p.m.



Coastal Carolina
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Division of Continuing Education
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Division of
Continuing
Education



Microsoft
Office

Microsoft Office Specialist
(MOS) Training Classes

July – September 2011



Nannette Padgett
MCT, MCAS, and
MOS Certified
Master Instructor



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

<http://www.microsoftword.biz>

Call
910.938.6294
to register



Not sure what
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

Microsoft Office Specialist (MOS) 2007 Training

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

Beg	End	Title	Cost	Times
8/20	8/27	Spreadsheet Fundamentals using Microsoft Excel 2007 <i>(Saturday class)</i>	\$65	9:00am – 4:00pm
8/22	8/26	Create Documents, Reports and Attractive Presentations Using Microsoft Word and PowerPoint 2007 <i>(NEW!)</i> <i>(Intermediate – Advanced)</i>	\$65	8:30am – 12:30pm
8/23	8/25	Effective Information Management using Microsoft Outlook 2007 <i>(NEW!)</i> <i>(Intermediate – Advanced)</i>	\$65	1:30pm – 4:30pm
9/12	9/16	Microsoft Excel 2007 Introduction – Intermediate	\$65	8:30am – 12:30pm
9/17	9/24	Database Fundamentals using Microsoft Access 2007 <i>(Saturday class)</i>	\$65	9:00am – 4:00pm
9/26	9/30	Microsoft Excel and Access 2007 Advanced Techniques <i>(NEW!)</i>	\$65	8:30pm – 12:30pm

On-campus (K.B. Hurst Continuing Education Building, Room 107)

Beg	End	Title	Cost	Times
8/8	8/12	Learn how to Manage Projects using Microsoft Project 2007 – Level I <i>(NEW!)</i> <i>(Introduction)</i>	\$65	8:30am – 12:30pm

On-campus (Ragsdale Building, Room 121)

Beg	End	Title	Cost	Times
9/13	10/6	Expand your Basic Knowledge of Microsoft Office 2007 Level II <i>(NEW!)</i> <i>(Tuesday and Thursday)</i> <i>(Intermediate)</i>	\$65	6:00pm – 9:00pm

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

Beg	End	Title	Cost	Times
7/11	7/15	Microsoft Excel 2007 Advanced Techniques	\$65	8:30am – 12:30pm
7/25	7/29	Learn to Effectively Integrate Microsoft Spreadsheets and Database Information <i>(NEW!)</i> <i>(Microsoft Access and Excel 2007 Integration)</i>	\$65	8:30am – 12:30pm
8/8	8/12	Microsoft Access 2007 Database Design to Delivery	\$65	8:30am – 12:30pm
8/15	8/19	Expand your Basic Knowledge of Microsoft Office 2007 Level II <i>(NEW!)</i> <i>(Intermediate)</i>	\$65	8:30am – 12:30pm
9/19	9/23	Getting Started with Microsoft Office 2007 – Level I <i>(NEW!)</i> <i>(Introduction)</i>	\$65	8:30am – 12:30pm

Marine Corps Air Station New River (Building AS 212, Room 110)

Beg	End	Title	Cost	Times
7/18	7/22	Getting Started with Microsoft Office 2007 – Level I <i>(NEW!)</i> <i>(Introduction)</i>	\$65	8:30am – 12:30pm
8/15	8/19	Microsoft Excel 2007 Introduction – Intermediate	\$65	8:30am – 12:30pm
9/19	9/23	Expand your Basic Knowledge of Microsoft Office 2007 Level II <i>(NEW!)</i> <i>(Intermediate)</i>	\$65	8:30am – 12:30pm

Online

Beg	End	Title	Cost	Times
8/29	10/24	Microsoft Office 2007 Intermediate (ONLINE)	\$65	ONLINE Prepay by Aug 12

