

Microsoft Office Specialist (MOS)

Units: Microsoft Word, Excel, PowerPoint & Outlook



Awarding body: Microsoft

Duration: approx. 40hrs self-led e-learning + Induction + Exam

Aimed at

Microsoft Office Specialist (MOS) certification is the world's most recognised computing qualification for proving a person's skills and abilities in Microsoft Office applications. Earning MOS certification can help students differentiate themselves in today's competitive job market, broaden their employment opportunities and result in higher earning potential. MOS certification can also support staff in an organisation increase their productivity and value by having better knowledge of today's essential business tools within Microsoft Office.

Course description & subjects covered

MOS training and certification is recognised by industry and demanded by employers worldwide. After gaining MOS certification, learners get immediate access to a Digital Certificate and Transcript, as well as the MOS logo to put on their CVs and digital badges.

MOS Units available*:

Microsoft Word

Demonstrate competency in the correct application of the principle features of Word.

Microsoft Excel

Demonstrate competency in the fundamentals of creating and managing worksheets & workbooks.

Microsoft PowerPoint

Demonstrate competency to create, edit and enhance presentations and slideshows.

Microsoft Outlook

Demonstrate competency to customize user interface and using principle features.

**Units can be sat individually or grouped (multiple units discounts available) to meet your needs*

Assessment

This course is assessed through a 50min exam, which will be held on-campus. During the e-learning, videos, workbooks and practice exams are available to prepare you for the exam.

Entry requirements

There are no formal entry requirements. However, candidates considering this course must have access to the necessary equipment to allow them to complete the e-learning (i.e. access to a computer/laptop and internet).

Cost

£199.00 per unit

Multiple unit offers: £325.00 for 2 units, £500 for 3 units



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