

What is the MOS exam (Microsoft Office Specialist)?

Each MOS exam covers a Microsoft Office 2007 application or the latest OS. The Office 2007 applications covered are: Word, Excel, Access, PowerPoint, Outlook, as well as the Windows Vista Operating System. Each application or OS 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 an MOS Certified Master Instructor, and provides MOS exam training. Coastal Carolina Community College also hosts several Windows Vista OS training classes.

How Can MOS Certification Benefit Me?

- Globally recognized and accredited
- Increase value of employees
- 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 the MOS exam must be paid in advance of testing. Payment by cash, check, MasterCard, or Visa is accepted in the Hurst Continuing Education Building, or call (910) 938-6294 for details.

MOS lab 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



Microsoft
Office

Microsoft Office
Specialist Training (MOS)

June-October 2010



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
7/12	8/4	NEW! Microsoft Office 2007 Introduction (Monday and Wednesday evenings)	\$65	6:00 pm - 9:00 pm
7/19	7/23	NEW! Prepare Documents, Reports, and Mail Merge Using Microsoft Word 2007	\$65	8:30 am - 12:30 pm
7/24	7/31	NEW! Spreadsheet Fundamentals using Microsoft Excel 2007 (Saturdays)	\$65	9:00 am - 4:00 pm
8/5	9/23	NEW! Microsoft Access 2007 Database Design to Delivery	\$65	6:00 pm - 9:00 pm
8/16	8/20	NEW! Microsoft Excel 2007 Introduction - Intermediate	\$65	8:30 am - 12:30 pm
8/21	8/28	NEW! Database Fundamentals Using Microsoft Access 2007 (Saturdays)	\$65	9:00 am - 4:00 pm
9/27	10/1	NEW! Microsoft Access 2007 Database Design to Delivery	\$65	8:30 am - 12:30 pm

On-campus (Ragsdale Building, Room 122)

Beg	End	Title	Cost	Times
6/21	8/16	Creative Multimedia Presentations Using Microsoft PowerPoint	\$65	6:00 pm - 9:00 pm

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

Beg	End	Title	Cost	Times
7/6	7/8	NEW! Creative Multimedia Presentations Using Microsoft PowerPoint 2007	\$65	8:30 am - 12:30 pm
7/12	7/16	NEW! Microsoft Office 2007 Introduction	\$65	8:30 am - 12:30 pm
7/26	7/30	NEW! Microsoft Excel 2007 Introduction - Intermediate	\$65	8:30 am - 12:30 pm
8/9	8/13	NEW! Microsoft Office 2007 Intermediate	\$65	8:30 am - 12:30 pm
9/13	9/17	NEW! Microsoft Office 2007 Advanced Tips & Techniques	\$65	8:30 am - 12:30 pm
9/20	9/24	NEW! Transitioning from Microsoft Office 2003 to Office 2007	\$65	8:30 am - 12:30 pm
9/27	10/1	NEW! Microsoft Excel and Access 2007 Integration	\$65	8:30 am - 12:30 pm

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

Beg	End	Title	Cost	Times
7/19	7/23	NEW! Microsoft Excel and Access 2007 Integration	\$65	8:30 am - 12:30 pm

Online

Beg	End	Title	Cost	Times
8/2	9/27	NEW! Microsoft Office 2007 Intermediate	\$65	Online

