



MOS certificate options

- 1 4 Specialist + 1 Expert—17 units
- 2 4 Specialist—14 units
- 3 3 Specialist—12 units
- 4 Word—9 units
- 5 Excel—9 units
- 6 Access—9 units
- 7 PowerPoint—9 units

Come to GCC for

- excellent instructors
- state-of-the-art equipment
- individualized attention

Financial aid available

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GLENDALE
COMMUNITY
COLLEGE

Microsoft
Office
Specialist

MOS
Program

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Microsoft Office Specialist Program

What is MOS?

The Microsoft Office Specialist (MOS) certification is the standard for validating expertise in the Microsoft Office suite including these exams:

Word—Specialist and Expert

Excel—Specialist and Expert

Access—Specialist

PowerPoint—Specialist

Outlook—Specialist

Successful candidates receive a MOS certificate from Microsoft that sets them apart from other candidates in a competitive job market.

Career possibilities for MOS

- administrative assistant
- executive secretary
- training professional
- legal or medical office professional
- office manager

The GCC MOS program

Taught by instructors who are MOS certified, GCC's eight-week classes in Microsoft Office include the following courses:

Beginning and Advanced Word

CABOT 265 & 266

Beginning and Advanced Excel

CABOT 270 & 271

Beginning and Advanced Access

CABOT 275 & 276

Beginning and Advanced PowerPoint

CABOT 280 & 281

Outlook

CABOT 285

Publisher

CABOT 286

The instruction, as well as the testing program used in these classes, prepares students to sit for the Specialist and Expert MOS exams.

In addition, GCC is an authorized MOS testing center—a real convenience for our students and people from the community.

Call 818-240-1000 x5868 to arrange a time to take a MOS exam.

Why become MOS certified?

- A MOS certificate validates that you have skills using software that has become the standard throughout the business community.
- A MOS certificate will make you more marketable in today's competitive job environment.
- A MOS certificate is universally recognized.
- A MOS certificate gives you increased confidence.

What are the exams like?

Each exam is a hands-on, timed demonstration of your expertise in one of the Microsoft software applications. You perform tasks using real Microsoft Office documents. Most exams can be completed in less than an hour and you receive an immediate score upon completion of the test.

Your success is our success!