

TUITION	DURATION	TARGET CERTIFICATION	ISSUING AUTHORITIES
\$2,000	7 weeks	MOS	

REQUIREMENTS
Microsoft Office 2019 OR Microsoft Office 365, & Windows Operating System



**MedCerts**  
A Stride Company

Call us anytime   
877.219.3306

### PROGRAM DETAILS

Whether entering the workplace or advancing your career, expertise with Microsoft Office applications is essential for office administrators and clerical support staff. Our comprehensive suite of Microsoft Office courses provides students with training that starts at the fundamental level to ensure the basics are covered - which is perfect for a beginner or those in need of a basic refresher. The curriculum gradually builds into intermediate and advanced topics, but only after the student has demonstrated mastery of the preceding subject matter.

This set of courses will provide the range of skills needed to create professional-quality documents while training students to store, transmit, and modify data using a variety of Microsoft Office applications. Students learn to effectively communicate and collaborate within an office environment using these tools. The content covered includes how to create, edit and enhance documents in Microsoft Word, how to organize, calculate and analyze information in Microsoft Excel, how to exchange information and manage your activities in Microsoft Outlook, and how to create effective and robust presentations in Microsoft PowerPoint. Additional skills include gaining an understanding of basic database design principles, and maintaining basic Microsoft Access database objects, including tables, relationships, and data entry forms.

Graduates of this program are eligible for five (5) Microsoft certification exams that are administered by Certiport, which has testing sites located across the United States. Passing any one of these exams results in the student being certified as a Microsoft Office Specialist (MOS). MedCerts will cover the cost of ONE exam of the student's choosing, in addition to the corresponding practice test.

### CAREER SERVICES

For all MedCerts Students that are not affiliated with an employer partner, you also have the added benefit of Job Search Assistance including guidance with resume building, networking, interviewing, and job search tips.

### ATTAINABLE CAREERS

- Office Services Specialist
- Office Executive
- Medical Office Specialist
- Workbook Developer
- Project Coordinator
- Research Analyst

Throughout the Microsoft Office Specialist program, students will learn the skills to:

- ✔ Prepare, edit and enhance documents in Microsoft Word
- ✔ Apply methods to organize, calculate and analyze information using Microsoft Excel
- ✔ Utilize multiple options for exchanging information and managing activities using Microsoft Outlook
- ✔ Create professional-level presentations that are engaging and exciting using PowerPoint
- ✔ Apply methods to store, organize, and maintain data using Access database

*While MedCerts training and related target certifications may be accepted and/or approved by your state of residency, employers reserve the right to dictate pre-requisite education, experience, or certification/licensure requirements for their positions. These requirements may exclude a MedCerts graduate from eligibility. We strongly advise students to research target job posts from area employers and relevant state requirements, barriers or restrictions to ensure eligibility upon graduation.*



### TARGET CERTIFICATIONS

Certifications	Issuing Authority	Exam Details
Microsoft Office Specialist (MOS)	Microsoft	75 multiple choice questions Time limit: 60 minutes

Course Code	Title	Hours	Weeks	Course Materials (Included)
MS-7000	Microsoft Office - Word 2016 Levels 1-3	16	1	None
MS-7000	Microsoft Office - Excel 2016 Levels 1-3	32	2	None
MS-7000	Microsoft Office - Outlook 2016 Levels 1-2	16	1	None
MS-7000	Microsoft Office - PowerPoint Levels 1-2	16	1	None
MS-7000	Microsoft Office - Access Levels 1-3	32	2	None

### EXPERIENTIAL/CLINICAL COMPONENT:

Experiential/Clinical Component Requirements (not a requirement for MS-7000 Microsoft Office Specialist program) - Once students complete this program, they will be able to immediately start working with Career Services at MedCerts.

### CRIMINAL BACKGROUND CHECKS AND DRUG SCREENING POLICY:

MedCerts does not perform criminal background checks, nor do we test students for illicit drug use. Please be advised that while MedCerts does not perform these checks, the student's drug, criminal, or immunization status may prevent clinical/externship placement and future employment as a healthcare or IT professionals. Externship sites, employers, and State Boards of Pharmacy or other regulatory boards have regulations about immunizations, drug use, and criminal backgrounds. Regulatory boards, externship sites, employers, and other organizations that may require these screenings for placement, and adverse results may prohibit you from moving forward in the program. Candidates with a felony conviction are not eligible to participate in ANY MedCerts program that includes the Pharmacy Technician certification as a primary or secondary certification.

The student understands that MedCerts does not hold any control over the drug, immunization, criminal, or background screening processes or policies held by any organization outside of MedCerts.

*Upon 100% completion of this program, students will receive a "MedCerts Certificate of Program Completion." This is proof of completion of training but isn't a nationally recognized certification. Students are expected to take and pass the national certification exam through the issuing authority for recognized certification in their field.*