To earn the Microsoft Office Specialist 2010 Master certification, you must pass four of the following five MOS exams:

- MOS: Microsoft Office Word 2010 Expert
- MOS: Microsoft Office Excel 2010 Expert
- MOS: Microsoft Office PowerPoint 2010
- MOS: Microsoft Office Access 2010*
- MOS: Microsoft Office Outlook 2010*

* You choose which exam to take to complete the four exam requirement for Master level certification.

Materials (books) are not included and must be purchased separately from the University's bookstore.

MOS courses do not provide a refund for the registration fee except for courses that are canceled. Once registered, substitutions are permitted if unable to attend the course. We reserve the right to cancel a course series when enrollment is less than 25 participants.

Business is competitive. Get an advantage with Microsoft Office Specialist certification.

- Broaden your employees’ competence and productivity.
- Advance your own career opportunities with higher earning potential.
- MOS classes from the University of Louisville are taught by experienced faculty for a better quality learning experience.
- Certification is great for employers and job seekers alike.

Gaining this industry standard certification increases employee competence, productivity, and credibility with employers, co-workers, and clients. As many as 95% of all businesses worldwide standardize using Microsoft Office but the average user only understands 20% of Office’s functionality.

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Next Class: November 2 – 23 Access 2010
February 1 – 22 Word 2010
March 8 – 29 Excel 2010

When: Class meets 4 consecutive Saturdays
9:00 AM – 2:00 PM
unless otherwise noted

Where: University of Louisville
Belknap Campus
Davidson Hall, Room 304

Register: business.louisville.edu/mos

Cost: $350.00 per person per class

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