



# Shine.

Microsoft Office certification gives students tools to build a brighter future.



Microsoft Office Specialist certification enhances academic performance while providing students with a substantial advantage in their higher learning and workforce pursuits.

Students who earn their Microsoft Office Specialist certification will be rewarded with heightened confidence, credibility and differentiation in increasingly competitive academic and workforce environments. They will be qualified to meet greater challenges, possessing the knowledge and ability to be more productive and share information in a compelling, intuitive manner.

Schools offering Microsoft Office Specialist succeed by promoting college and career readiness while adding the benefits of relevant, state-of-the-art learning to course offerings.

**85%** of supervisors say Microsoft Office Specialist certified employees are more productive because of their certification.\*

\* "Microsoft Office Specialist: Improving the Workplace," Credentio, 2001.



"I don't think any of our students should leave high school without verifiable Microsoft Office skills. I think something that documents your experience and expertise is always worthwhile. Things like this make students more valuable in the workplace."

*Dr. LeeAnne DelRio, Regional Grant Coordinator, Oak Park High School, California Department of Education*

**Microsoft**  
Office Specialist

# Advance.



Microsoft Office is a powerful service designed to unleash the best ideas, get things done and stay connected on the go.

With three certification levels, the Microsoft Office Specialist credential allows individuals to validate their skills and progress toward their career goals.

<h2>Microsoft Office Specialist</h2> <p>Validates core skills with the Microsoft Office products</p> <p><b>Available for:</b></p> <ul style="list-style-type: none"><li>Word</li><li>Excel</li><li>PowerPoint</li><li>Access</li><li>Outlook</li><li>SharePoint</li><li>OneNote</li><li>Office 365</li></ul>	<h2>Microsoft Office Specialist Expert</h2> <p>Validates advanced skills with key Microsoft Office products</p> <p><b>Available for:</b></p> <ul style="list-style-type: none"><li>Word Expert</li><li>Excel Expert</li></ul>	<h2>Microsoft Office Specialist Master</h2> <p>Designates mastery across a range of Microsoft Office products</p> <p><b>Complete all:</b></p> <ul style="list-style-type: none"><li>Word Expert</li><li>Excel Expert</li><li>PowerPoint</li></ul> <p><b>and choose one elective:</b></p> <ul style="list-style-type: none"><li>Access</li><li>Outlook</li><li>SharePoint</li><li>OneNote</li><li>Office 365</li></ul>
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Transform ideas into professional documents



Achieve valuable insights with powerful analysis tools



Turn your ideas into impactful presentations



Track and report important information with ease



Stay connected with up-to-date email and calendar tools



Stay productive with the freedom to take shared content with you while on the go



Capture, store and share information in digital notebooks



Secure, anywhere access to email, calendars, Office Web Apps, instant messaging, conferencing, and file sharing

## Land A Job

"The bottom line is that today's job market is extremely challenging, and there are a lot of qualified candidates out there. Being competent at Microsoft Office Excel, being certified, really gives you an advantage in landing a good job."

*Bradley Breeding, Financial Analyst, Tulane University, Freeman School of Business*

## Sound Investment

"The students (are) telling us they definitely have an easier time finding jobs. When employers see the performance of our students, they want to come back and hire from our school. It has definitely been worth the investment."

*Kathleen E. Davison, Chair of the Undergraduate Programs Curriculum Committee, University of Denver, Daniels College of Business*

## Prepare Students

"The Microsoft software is the industry standard and is most widely used by potential employers. We know that if our students diligently study the Microsoft Office suite, it will open many doors for them both now and in the future."

*Becky Jones, Associate Dean, Richland College, School of Engineering, Business & Technology*

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# Microsoft

Office Specialist



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## Microsoft

Office Specialist

- » Achieve industry-recognized certification
- » Learn the computing skills companies are looking for
- » Boost your workforce resume
- » Gain valuable experience and confidence
- » Enhance your higher education prospects
- » Prepare yourself for a successful future

[www.ccilearning.com](http://www.ccilearning.com)

### CERTIFY IN THESE OFFICE APPLICATIONS:



Word



Outlook



Excel



OneNote



PowerPoint



SharePoint



Access



Office 365

"Certification looks great on your resume. It can help you get into a really good college and get a good job."

*Student, Green Hope High School, North Carolina*