

# Microsoft Office Specialist Certification

*Gain the expert skills needed to get the most out of  
Microsoft Office!*

**Certify in ONE or ALL of these Applications!**



## **Microsoft Office Specialist**

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| <ul style="list-style-type: none"><li>• All Curriculum is Online &amp; Self-Guided</li><li>• Each Certification takes 4-6 weeks to complete (based on 5 hours of time each week)</li></ul> | <p><b>COST</b></p> <ul style="list-style-type: none"><li>• Curriculum: NO COST to Participant</li><li>• Exam: \$96 per Exam for Certification</li></ul> |
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*This is a great way to sharpen your skills with a product you use every day!*



The grant is part of the U.S. Department of Labor's Trade Adjustment Assistance Community College and Career Training (TAACCCT) Grant Program that brings the state's public two-year institutions together with the State Technical College of Missouri to improve the way they educate adult learners – especially those who have lost jobs because of the impact of foreign trade and other negative economic trends. MoSTEMWINS will build on Missouri's two previous TAACCCT grant projects, MoHealthWINS and MoManufacturingWINS, awarded in 2011 and 2012 respectively.

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