

Microsoft Office Suite

Whether you are looking for a new job, pursuing advancement opportunities or want to gain skills to become more productive in your current job, knowledge of the Microsoft Office suite of applications and validation of proficiency is crucial in today's work environment. Your ability to utilize Microsoft applications will open doors and improve your ability to compete in the workforce.

CCM instructors utilize the Windows operating system to teach computer-based courses and Microsoft applications. Students must have a laptop or PC with the Windows operating system for this class. Note that if you are using a non-Windows based laptop or other operating system, your screen will look different than the instructor's and you will NOT be able to download practice materials.

Microsoft Excel proficiency is one of the most sought-after skills in today's job market. Demonstrate your mastery of Excel by becoming MO-200 Microsoft Excel Certified. Work with Excel spreadsheets in simple to sophisticated ways and learn all skills necessary to pass the MOS Excel certification exam. Certification preparation includes live practice with the instructor with guidance in using the GMetrix learning management system. Course includes an exam voucher for the Microsoft Office Specialist: Excel Associate MO-200 exam, at CCM's state-of-the art Testing Center. On the first day of class, receive your test access code, GMetrix self-study modules, GMetrix timed exam practice sessions, 1 practice exam, the Certification Exam and 1 exam retake. CCM's Testing Center is located in the Learning Resource Center. This certification does not expire.

Course Code	Course Title	CEUs
MOS-312E	Microsoft Office Excel MO-200 Certification Prep	2.4

For information on current course offerings and how to register, please go to our website (<https://www.ccm.edu/workforce-development/>).

Courses

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