Microsoft Business Certification

The Microsoft Business Certification program recognizes the skills needed to use the full features and functionality of Microsoft Office programs and the Windows 7 operating system. Whether you want to stand out in the job market, are an employer looking to improve and simplify your organization's hiring processes, or empower yourself to enter the workforce, Microsoft Business Certifications demonstrate proven expertise that businesses will depend on.

UCCI is currently offering certification classes in Microsoft Office 2013 Applications.

This track consists of the following courses:

<table>
<thead>
<tr>
<th>Intro to Computers</th>
<th>Windows 8</th>
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<tr>
<td>Word</td>
<td>Excel</td>
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<tr>
<td>PowerPoint</td>
<td>Outlook</td>
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Course dates and times:

- Tuesdays & Thursdays
- 6:00 PM - 9:00 PM
- Jan 19, 2016 - Jun 30, 2016

The Microsoft Certified Application Specialist (MCAS) credential is a globally recognized standard that validates skills with using the 2010 Microsoft Office system and Windows 7. The MCAS credential meets the demand for the most up-to-date skills on the latest technologies from Microsoft. The MCAS credential validates the skills that individuals and organizations depend on.

Candidates who successfully complete the program by passing certification exams in each subject prove that they meet globally recognized performance standards and are able to work productively and efficiently.

Seats are available on a first come first serve basis so register soon!