



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 Vista 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.



- Office Word 2007
- Office Excel 2007
- Office Outlook 2007
- Office PowerPoint 2007
- Office Access 2007
- Windows Vista

An IDC study shows that 75% of all administrative employees are required to have either moderate or advanced Microsoft Office skills — make sure that you are qualified for your next job role. ([IDC, 2007](#))

UCCI is currently offering the MCAS Track in **Microsoft Office 2007 Applications**.

This track consists of the following courses:

Intro to Computers	Vista
Word	Excel
Access	PowerPoint
Outlook	OneNote (Time Permitting)

Course costs and information:

Cost: CI	\$1995.00 ✓ Includes all materials and Certification Exam Fees
Location:	UCCI Computer Lab 3
Maximum Class Size:	12
Minimum Class Size:	4

Course dates and times:

Tuesdays & Thursdays
6:00 PM - 9:00 PM
Sept 1, 2009 - July 1, 2010

The Microsoft Certified Application Specialist (MCAS) credential is a globally recognized standard that validates skills with using the 2007 Microsoft Office system and Windows Vista. 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.

