

Microsoft Office Specialist Certification at CTC Computer Training.

Microsoft Office Specialist (MOS) certification, the premier Microsoft desktop certification, is a globally recognised standard for demonstrating desktop skills. The Microsoft Office Specialist Programme is helping to meet the demand for qualified and knowledgeable people in the modern workplace.

MOS is the only comprehensive, performance-based certification Programme approved by Microsoft to validate desktop computer skills using the Microsoft Office suite of desktop applications. MOS certified individuals are much sought after in industry.

By earning MOS certification, individuals will have the expertise to work competently with Microsoft Office programmes. MOS certified individuals report increased competence and productivity with Microsoft Office applications as well as increased credibility with their employers, co-workers and clients.

MOS certification sets individuals apart in today's competitive job market, bringing employment opportunities, greater earning potential and career advancement, in addition to increased job satisfaction.

Microsoft Office Specialist certification is available for the following applications at Core level and Expert level is available in Word and Excel:

- Word
- Excel
- PowerPoint
- Access
- Outlook
- Project

Benefits of MOS Certification to Individuals:

- MOS Certified individuals earn up to **15%** more than individuals that are not certified.
- Research shows that **82%** of certified Microsoft Office Specialists report a salary increase after certification.

Employers who encourage MOS certification and hire MOS certified job candidates report increased employee competence and productivity with Microsoft Office applications. MOS

certification also simplifies the employee selection and hiring process by easily identifying individuals with the skills to be productive from day one.

Benefits of MOS Certification to Companies:

Employers who invest in MOS certification experience a quick return on their training and certification investment. Investing in their skills brings improved employee morale, confidence, and productivity, while increasing your bottom line.

The results of independent research undertaken found the following results:

- Up to **88%** of managers report Microsoft Office certification gives employees an advantage in hiring and promotion, which means greater earning power, respect, and recognition;
- Up to **87%** of employers observe increased competency in their Microsoft Office Specialist-certified employees;
- Up to **83%** of employers feel their Microsoft Office Specialist-certified employees are more productive;
- Up to **77%** of employers feel Microsoft Office Specialist certification has a positive effect on employee credibility among co-workers;
- Up to **74%** of employers feel Microsoft Office Specialist certification has a positive effect on employee credibility with customers and clients;
- Up to **82%** of employers believe Microsoft Office Specialist certification directly benefits an organisation.

Microsoft Office Specialist courses have a **70% discount** under the FAS CDP (see article on this page). This means that participants (or employers) only have to pay **€69 for each course** taken. An opportunity not to be missed. **Book Now!**