



MOS Certification (Word 2003)

This program is designed to help trainees attain what is generally considered to be the ultimate certification for users of Word 2003: Microsoft Office Specialist (MOS). This powerful resume-building credential confers instant credibility with employers, co-workers and clients. 88% of managers surveyed said they would hire someone with the certification over someone without it.

In order to become certified, an individual must score 80% or higher on a rigorous exam covering topics such as: document creation (using templates and wizards), text editing, character and paragraph formatting, proofing functions (spell check, thesaurus, dictionary, word count), page appearance (margins, page breaks, headers and footers), styles, list management, tables, charts, pictures, and graphic elements (shapes and lines, WordArt, diagrams, text boxes). It also tests the ability to use automation features such as macros, customized toolbars, non-standard menu items and mail merges.

The LEED Council computer lab is an authorized MOS testing center.

Trainee Eligibility Criteria:

- 18 or older
- drug-free and sober
- eligible to work in USA

Career Opportunities:

any professional field in which demonstrably superior word-processing skills are required to get hired and get ahead

Program Length: 7 weeks

Training Days/Times: M + W 2:00 – 4:30

Next Available Start Date: March 15, 2010 (Monday)

Enrollment Cut-off Date: March 11, 2010 (Thursday)

Cost: \$50 (can be waived for low-income participants)

Staff Contact:

Angelic Phillips, Client Services Coordinator
(773) 929-5552 ext. 228
angelic@leedcouncil.org

LEED Council, 1866 N. Marcey, Chicago, IL 60614
(773) 929-5552 phone, (773) 929-6162 fax
www.leedcouncil.org