



# Microsoft® Office 2007 MASTER Certification

Each class is 7 hours: 8:30 am - 4:30 pm  
Cost: \$190 per class

**The Microsoft Office 2007 MASTER** certification is the only comprehensive, performance based program that is **approved by Microsoft** to validate business computer skills using Microsoft Office: Excel, Word, PowerPoint, and Outlook 2007.

Microsoft Office is used in 97% of U.S. businesses.

- **Sixty-nine (69%)** of office jobs require some knowledge and expertise in Microsoft Office.
- Students who pass the MCAS certification exams **earn more (about 12%)** than employees who are not certified. In addition, 82% of the students who get certified report getting a raise upon completion.
- Many employers consider certification in hiring – getting certified can make the difference in whether you get a job, or even get a better job!

**These Microsoft courses prepare students for the following business certifications:**

- Exam 77-601: Microsoft Office Word 2007
- Exam 77-602: Microsoft Office Excel 2007
- Exam 77-603: Microsoft Office PowerPoint 2007
- Exam 77-604: Microsoft Office Outlook 2007

**Our Microsoft Office 2007 certification training qualifies for funding:** Workforce Investment Act (WIA), Military Tuition Reimbursement, and Incumbent Worker Training. Please contact Michigan Works! to learn more.



## Fall 2010 Schedule

Word 2007 Beginning	Oct. 26. 2010
Excel 2007 Beginning	Oct. 28. 2010
Word 2007 Intermediate	Nov. 2. 2010
Excel 2007 Intermediate	Nov. 4. 2010
PowerPoint 2007	Nov. 9. 2010
Outlook 2007	Nov. 11. 2010
Word 2007 Advanced	Nov. 16. 2010
Excel 2007 Advanced	Nov. 18. 2010

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