

EXCEL in your career with Microsoft Office Certifications



The following Microsoft Office Specialist Coursework is available:

- Word
- Excel
- PowerPoint
- Access
- Outlook

Additional details:

- Each certification track offers between 6-15 courses and live mentors to assist you.
- Test preps help you prepare for the exam.
- Upon completion of the coursework, you'll sit for the exam outside of UMBC.

UMBC
AN HONORS UNIVERSITY IN MARYLAND

Do you know that you can use SkillSoft e-Learning to prepare for Microsoft Office Specialist (MOS) Certifications?

At UMBC, we are fortunate to have SkillSoft as our free e-Learning partner. There are a wide variety of SkillSoft resources to help you advance in your Administrative Professional career. One of the biggest assets that SkillSoft offers is certification preparation.

Develop your expertise in Microsoft Word, Excel, PowerPoint, Outlook and Access by becoming a certified Microsoft Office Specialist (MOS). Online courses, mentors and test preps are available for Microsoft 2007, 2010, and 2013.

Learn more by visiting our SkillSoft website at: www.umbc.edu/skillsoft. Start sharpening your administrative skills and advance your career today!

Visit www.umbc.edu/skillsoft to log into your account. Remember...your username and password is your full UMBC email address. Questions on logging in call T&OD at 5-6262. For technical questions, contact SkillSoft at 866-SKIL-HELP.