

MOS 2016 Course Bundle

Key Information

Course Format:

Course Books with Student Files & Online Practice Exam

Price:

£700.00

Assessment:

5 Examinations

Payment Options:

Spread the cost over 4 monthly payments

Approximate Study Time:

500 Hours of Self Study

Initial Payment of

£325.00

Approximate Delivery Time:

1-2 Working Days (Courier Service)

Followed by 3 payments of:

£125.00



The **Microsoft Office Specialist (MOS) 2016 Course Bundle** allows students to purchase all 5 of the Microsoft Office Specialist Course packs for only £700.00.

Please Note: If you do not want to buy all of the MOS Courses, you can purchase **3 MOS 2016 Courses for only £450.00**. To do this add the courses to the basket and use the following code to apply your **£75.00 discount: DLCMOS16**

Microsoft Office Specialist (MOS) certification is the leading IT certification in the world with more than 1 million MOS exams taken every year in over 140 countries. The Certification is designed for students to demonstrate they have the knowledge, skills, and abilities to productively use Microsoft Office software.

With this course bundle you will receive courses for MOS Word 2016, MOS Excel 2016, MOS Access 2016, MOS PowerPoint 2016 and MOS Outlook 2016. Each Course package consists of officially endorsed course books, accompanying student files and GMetrix exam preparation software.

This course bundle consists of the following courses:

- **MOS Word 2016 Course (Exam No. 77-725)**
- **MOS Excel 2016 Course (Exam No. 77-727)**
- **MOS Access 2016 Course (Exam No. 77-730)**
- **MOS PowerPoint 2016 Course (Exam No. 77-729)**
- **MOS Outlook 2016 Course (Exam No. 77-731)**

Each course includes the course materials, student files and test preparation software. Please review the individual course pages for full information on each course.

Prerequisites:

There are no particular entry requirements as the course is set out for beginners although students will require their own version of the software packages to complete their courses.

Course Duration & Support:

Students may register at any time. The courses are designed as self-study courses but if you have any problems you can email our email support. As the course is self study you can complete in as little or as long a time as you prefer, and we do not impose a cut-off date for study.

APPLE MAC USERS: We recommend this course is completed on a PC with the Windows Operating System. The course can be run on an Apple Macs using software such as Boot Camp, Parallels Desktop 7, VMware fusion or CrossOver Mac although we cannot support any issues that may occur with PC-Based software running on a Mac.

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Assessment:

Assessment is in the form an MOS Examination. Examinations are in a multiple choice/multiple answer format. Earning a Microsoft Office Specialist certification can help you differentiate yourself in today's competitive job market, broaden your employment opportunities by displaying your advanced skills, and result in higher earning potential. Microsoft Office Specialist certification can also lead to increased job satisfaction. Research indicates that certified individuals have increased competence, productivity, and credibility with their employers, co-workers, and clients.

Qualifications:

On Completion of these courses you can apply for the appropriate Microsoft MOS Examination in each of the individual software packages covered. Examinations must be sat at a registered Certiport testing centre.



Exam Vouchers can be purchased at checkout for £75.00 each, or you can purchase them directly from Certiport when you are ready to take an exam. You can locate testing centres and schedule appointments from the Certiport Website. Students can locate testing centres and schedule appointments on the Certiport Website by following the Test Candidates > Locate a Testing Centre links. Please Note: Exam Centre's will usually charge an additional proctoring fee (Approximately £15.00) for sitting exams.