MOS Word teaches the information worker how to work with different types of documents using a variety of core and intermediate features to create and format business documents such as letters, forms, newsletters, memos and proposals. As you begin to build your skills, you will then create a variety of flyers and other promotional materials as well as explore different ways to share the information with internal and external customers. These are skills needed to successfully complete the MOS Word Certification Core Exam.

To qualify for this class, please call Leslie McCain at 281-476-1830 or email leslie.mccain@sjcd.edu to begin your application process.