

## Justification for Microsoft Office Specialist Certification Workshops

### Background

The Microsoft Office Specialist certification is the only Microsoft approved certification program for the users of the Microsoft Office suite of programs (Word, Excel, Access, PowerPoint & Outlook). It provides recognition of the user's expertise at two levels per software application (Core and Expert).

### Workshop Description

In Demand Training Solutions is planning a 7-hour Microsoft Office Specialist certification workshop in the \_\_\_\_\_ area on \_\_\_\_\_ to be held at \_\_\_\_\_.

This workshop provides a unique opportunity to prepare for and take the Microsoft Office Specialist exam on site. The exam, administered via the Internet, is only given at Authorized Testing Centers. In Demand will set up the site as an Authorized Testing Center to administer the exam and provide individualized instruction based on the certification objectives. The \$310 fee includes two test administrations, normally \$79 each. Local training resource centers or community colleges do not offer this type of workshop.

Course materials and lunch are included in the cost of the workshop.

### Justification

Demonstration of PC desktop application competence is increasingly essential for all teachers. Mastery of desktop application software is an essential component for integrating technology into the classroom in all disciplines.

### Success & References

In Demand has performed their Microsoft Office Specialist certification workshops at dozens of districts across the country. Over 90% of the participants leave the workshop with at least one Microsoft Office Specialist certificate. This compares to a 52% national average.