



# Certified Administrative Professional with Microsoft Office Specialist (MOS) Associate Course

**345 Hours / 6 months**

## **Course Description**

This course will prepare you for the Certified Administrative Professional (CAP)—one of the most valuable credentials an administrative professional can hold. You will learn the fundamentals of workplace administration, including organizational communication, records management, and human resources. You will then learn advanced skills for using programs in the Microsoft Office suite.

By course completion, you will be fully prepared to take the CAP exam and the MO-200 and MO-201 (Excel), MO-100 and MO-101 (Word), MO-300 and MO-310 (PowerPoint), and MO-400 (Outlook) exams. To earn the Microsoft Office Specialist (MOS) Associate Certification, you must successfully complete 3 Associate level (MOS) exams of your choosing.

## **Prerequisites**

There are no prerequisites to take this course bundle. However, you should:

- Be familiar with using a personal computer, mouse, and keyboard.
- Be comfortable in a Windows environment.
- Have the ability to launch and close activities and navigate to information stored on the computer.
- Have the ability to manage files and folders.

## **Certification Requirements**

### **Certified Administrative Professional (CAP)**

You must have previous experience as an administrative assistant to be eligible to sit for the Certified Administrative Professional certification exam.

Candidates must meet specific education and administrative office support professional experience, which are:

- No College Degree – 4 years of relevant work experience is required
- Associate's Degree – 3 years of relevant work experience is required
- Bachelor's Degree – 2 years of relevant work experience is required

All relevant work experience must have been earned within the last ten years. CAP certification is designed for office and administrative professionals who engage in the following:

- Communicate within the organization (both verbal and written)
- Conduct business writing, including proofreading and editing
- Maintain office functions and record keeping
- Plan meetings, events, and arrange travel
- Maintain budgets and basic accounting functions
- Manage time and other resources for themselves and others
- Utilize technology, including virtual and mobile, with strong computer and internet research skills
- Coordinate communications between internal staff and/or external clients

## Microsoft Office Specialist (MOS) Associate

To earn the Microsoft Office Specialist: Associate certification, pass three of the following exams:

- MO-100: Microsoft Word
- MO-200: Microsoft Excel
- MO-300: Microsoft PowerPoint
- MO-400: Microsoft Outlook

## Hardware Requirements

- This course must be taken on a PC (Windows 10 or later). Macs are not compatible.

## Software Requirements

- Browser: The latest version of Google Chrome or Mozilla Firefox are preferred. Microsoft Edge is also compatible.
- Microsoft Office 365, 2021, or 2019 (not included in enrollment). While you can use an older version of Microsoft Office, if you do, there will be some differences between your version and what you see in the course.
- [Adobe Acrobat Reader](#).
- Software must be installed and fully operational before the course begins.

## Other Requirements

- Email capabilities and access to a personal email account.

## Course Outline

MODULE	TOPICS COVERED
1: Microsoft Office Specialist (MOS) Associate Certification	<ul style="list-style-type: none"><li>• Microsoft Excel</li><li>• Microsoft Word</li><li>• Microsoft PowerPoint</li><li>• Microsoft Outlook</li></ul>

2: Certified Administrative Professional

- Organizational Communication (Part 1)
- Organizational Communication (Part 2)
- Business Writing and Document Production
- Technology and Information Distribution
- Office and Records Management
- Event and Project Management
- Human Resources
- Financial Functions
- Workplace Behaviors and Activities (Part 1)
- Workplace Behaviors and Activities (Part 2)
- Workplace Behaviors and Activities (Part 3)
- Becoming an Administrative Assistant and Advancing Your Career