

Validate Your Microsoft Expertise

Get certified in the technology you use every day

Proficiency using Microsoft Office is a staple of every professional job. With today's competitive global workforce, employees with **validated technical expertise** ensures greater and immediate impact to the bottom line.

Microsoft Office Specialist (MOS) certification will give you:

- The ability to produce higher quality work in less time.
- Reduced dependence on internal and external resources (IT, vendors).
- The confidence to pursue challenging stretch goals and projects.

Take a look at the checklist and see if you're ready for the next step.

CERTIFICATION READINESS CHECKLIST

Microsoft Office Specialist

Business Experience	Training Budget	Technology	Time	Confidence
<input type="checkbox"/> Do you have 3+ years experience using Microsoft Office in a business setting?	<input type="checkbox"/> Do you have \$700-\$1500 USD for certification (over 12 months)? The cost depends on the number of certifications pursued and study methods.	<input type="checkbox"/> Do you have a PC laptop with Office 365/2019 or Office 2016? <input type="checkbox"/> Are you authorized to install the prep software on that computer?	<input type="checkbox"/> Do you have the time to invest in completing up to five exams in one year? Budget ~10 hours of studying time per exam.	<input type="checkbox"/> Do you feel confident pursuing certification in the app you use the most, such as Outlook?



If you answered "yes" to the questions above, you're *ready* for certification.

ACHIEVE CERTIFICATION FASTER

If you are using Microsoft Office in a business setting, you are closer to certification than you think. Join the **RedCape MOS Study Group** to get the support you need, connect with other high performers around the world, and get certified in less than 30 days.

STAY UP TO DATE WITH THE LATEST TECHNOLOGY

Keep your tech skills current as new updates and features are released by joining the **RedCape Academy**. With live monthly classes and a library of on-demand courses, the Academy will give you the ongoing mastery you need to excel in your career.



RedCape

LEARN MORE at redcapeco.com/ExecSecTechMOS

We train the world's smartest people how to use their technology.

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