



The Microsoft Office Application Specialist Certification is designed to prove to yourself, your employers and your peers that you truly have the knowledge to work proficiently with the Office 2010 applications. It also shows that you have the skills and knowledge to successfully pass globally recognized exams to prove your aptitude in the software and its operation.

Achieving the title of *Microsoft Certified Application Specialist* takes you to a new level of knowledge and skill that sets you apart in any of the Microsoft Office applications. (Word 2010, Excel 2010, PowerPoint 2010, Access 2010 and Outlook 2010)

Testing Schedule

LOCATION

National City Adult School
517 Mile of Cars Way
National City, CA 91950
(619) 336-9400

REGISTRATION

Please register at National City Adult by 15 minutes early to allow enough time for the test. You must have a valid ID.

DATES

<u>First Thursday</u>	<u>Third Thursday</u>
Aug. 2	Aug. 16
Sept. 6	Sept. 20
Oct. 4	Oct. 18
Nov. 1	Nov. 15
Dec. 6	Dec. 20
None	Jan. 17
Feb. 7	Feb. 21
Mar. 7	Mar. 21
Apr. 4	Apr. 18
May 2	May 16

HOURS

<u>First Thursday</u>	<u>Third Thursday</u>
5:00-8:15 PM	3:00-5:00 PM

COST

\$50 dollars for the general public.
No cost for students enrolled in a SUHSD Adult Education Computer Applications course.

Services Offered

PROCTOR

The proctor will answer any questions you may have and guide you through the testing process.

PRACTICE TESTS

Practice tests allow you to become familiar with the actual test material and will help you determine if you are ready for the readiness or actual certification test.

READINESS TESTS

A readiness test will simulate and time you the same way as the actual certification test. You make take this test prior to taking the certification test.

CERTIFICATION TESTS

These are the actual Microsoft Office Application Specialist Certification tests which will allow you to become a *Microsoft Certified Application Specialist* in Word 2010, Excel 2010, PowerPoint 2010, Access 2010 and Outlook 2010. Each test has a time limit and you are allowed to retake if necessary.

**Please register at
National City
Adult School!**

**Microsoft® Office
Specialist 2010
Certification**