



Information and Communication Technology

Professional Certification-Productivity Specialist (MOS)

About 80% of employers require job candidates to have experience with Microsoft Office programs (Word, Excel, Power Point, Outlook, SharePoint, Office 365). Microsoft Office Specialist (MOS) certification helps participants maximize productivity of their workplaces by rolling out Microsoft Office programs, applications, and features. Holding this makes you stand out and gives you a competitive advantage in a job search and recruitment process.

What will you learn?

The Microsoft Office Specialist Certification (MOS Certification) prepares participants to take the exam that measures knowledge in the following programs of the Microsoft Office umbrella.

- Word
- Excel
- PowerPoint
- Outlook
- SharePoint
- Office 365

Requirements

- Currently residing in the following municipalities*
- Currently unemployed or underemployed
- Low or moderate income
- Able to communicate in Spanish and English
- Computer literate

*Geographic areas of priority attention in the recruitment of participants:

Primary group, residents from de: Maunabo, Yabucoa, San Lorenzo, Caguas, Aguas Buenas, Cidra, Comerío, Naranjito, Vega Alta, Vega Baja, Corozal, Morovis, Manatí, Barceloneta, Florida, Arecibo, Camuy, Hatillo.

Secondary group, residents from: Arroyo, Patillas, Guayama, Santa Isabel, Cayey, Aibonito, Barranquitas, Orocovis, Ciales, Jayuya, Utuado, Lares, San Sebastián, Quebradillas, Isabela.

Participants from the remaining municipalities may be considered once participants from the primary and secondary group are selected.

For further information and registration access www.puertoricoready.org, write prready@prscicentrust.org or you can also contact us by phone at 787-523-1592.