

For more information and to arrange an informal interview,

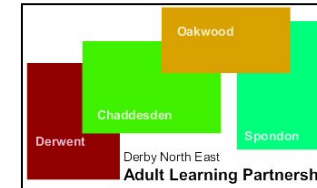
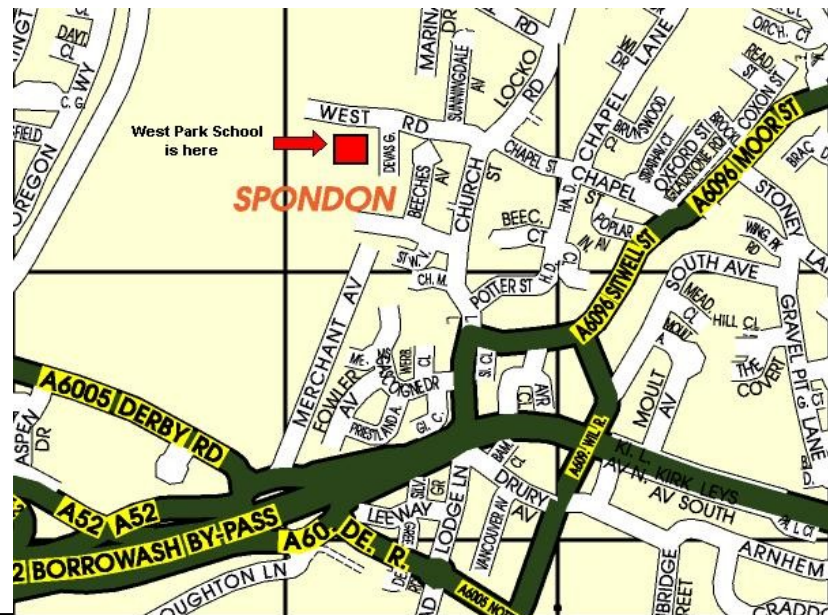
please contact

Mrs Jean Moss or  
Mrs Lynda Litherland  
Community Development  
West Park School  
West Road  
Spondon  
Derby  
DE21 7BT

Direct Line: 01332 821964

E-mail: [community@westpark.derby.sch.uk](mailto:community@westpark.derby.sch.uk)

**As we are a school, please contact us during term time,**



Microsoft Office Specialist (MOS) is a globally recognised qualification that allows current users of Office to expand their existing knowledge, as well as learn new skills.

As a Microsoft IT Academy, we provide Microsoft Office Specialist 2003 (MOS) flexible courses and exams .

**Microsoft** | IT Academy Program

## Microsoft Office 2003

Modules available

- Access
- Excel - Core
- Excel Expert
- Outlook
- PowerPoint
- Word Core
- Word - Expert

For more information and details of how to become a Microsoft Certified Office Specialist, please log on to

[www.microsoft.com/learning/mcp/officespecialist](http://www.microsoft.com/learning/mcp/officespecialist)

## Flexible Learning at West Park School Opportunity

As our full adult learning programme will not recommence until September 2007, we are offering the opportunity, to gain a globally recognised qualification. This will be achieved through an individual course of study.

You will be provided with the following

- Initial Assessment by a Microsoft Office 2003 Master Instructor
- Support during your studies
- Access to the Microsoft IT Academy Online Learning Resource
- The Microsoft Official Academic Course Book for the module you are studying (this comes with a 180 day trial version of Microsoft Professional 2003)
- One MOS test in the module selected at the school
- Access to trial tests

Cost £100