



Microsoft Office Specialist Competency Training

Solutions are extremely proud to confirm our appointment as an Authorised Competency Testing Centre for the Microsoft Office Suite of Applications.

- Microsoft's only and official Certification in Microsoft Office
- Available in 160 different countries around the world and in 18 different languages
- Over 2 million certificates issued around the world to-date
- MOS exams available in Office 2000, Office XP and Office 2003
- Exams that are automatically set and corrected and results given straight away
- Provides individuals with credentials indicating mastery of Microsoft Office programs
- Provides Credible Proof of Office Proficiency

We now have the ability to allow delegates to sit Internationally Recognised Competency Based Examinations utilising:

- Questions
 - Based upon "**objectives or tasks**" defined by Subject Matter Experts
 - Correspond to **real world tasks**
 - Written by **professional item writers**
 - Validated by **professional psychometricians**
- Exams
 - Performance-based exams (45-60 minutes)
 - Specialist** level certification ensures competent and professional use of the Microsoft Office suite of applications
 - Expert** level certification takes **Specialist** to a higher analytical, programming and problem solving level

Solutions Blended Learning Approach

- Solutions Licensed Competency Mock Exam System installed on your site
- Open Courses to match your assessed competency levels
- Closed Single Company Courses for same level delegates
- On site Tutor Support through our Training Wizard delivery service
- Bespoke Training
- Distance learning Packs including licensed copy of MS Office 2003

For further information, visit our web site at www.solab.co.uk

on demand computer support

Solutions (Aberdeen) Ltd. Second Floor, Bridge House, 56-58 Bridge Street, Aberdeen AB11 6JN

Telephone : 01224 213033 Email : info@solab.co.uk

Web : www.solab.co.uk



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Training Agreement

Solutions will licence your organisation as a user of its competency based mock exam software. This will allow you to accurately determine exactly which level your personnel are at with the applications they use most and track their improvement online at Microsoft. The mock exams currently cover:

- MS Word
- MS Excel
- MS PowerPoint
- MS Outlook
- MS Access

With the assessments done, Solutions will work with you to tailor a highly relevant and targeted training package for you which will ensure the highest productivity rise at the most efficient cost.

In general these will fall into the following 3 categories:

- Open Courses
 - 3 Day flexible courses which users join at their particular level. Novices start the course on day 1, Intermediates on day 2 and Advanced Users join on day 3. Final exams are held at the end of day 3.
- On Site Training Wizard
 - Our professional trainers coach users in their weaker areas One to One or in small, same level groups at your site. Users will be regularly assessed and informed when they are ready to sit the examinations and will then attend our exam centre
- Distance and Self Paced Learning
 - Users will be competency tested then issued with a Distance Learning pack including Manual, Distance Learning Software and a fully functional, six month time limited version of Microsoft Office. When ready, the user will use one of the above methods to get through their exams and sit the exam at our training centre.

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Costs

As part of the agreement, Solutions will licence your firm to use the Competency System at no cost to you. This extremely valuable tool will allow you to assess your delegate's current and ongoing levels throughout the learning process.

Open Courses

- | | |
|--|------|
| <input type="checkbox"/> 1 Day Advanced to Specialist including Exam | £225 |
| OR | |
| <input type="checkbox"/> 2 Day Intermediate to Specialist including Exam | £375 |
| OR | |
| <input type="checkbox"/> 3 Day Introduction to Specialist including Exam | £525 |

On Site Training Wizard Service

- Starting at £360 per Trainer per Day at your site. Exams cost £75 each at our training centre.

Distance and Self Paced Learning

- Distance Pack including Manual, Software, 180 Day time limited version of MS Office, one day of Tutor support in an open class and the Exam

£285 per pack

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All prices exclude VAT and carriage where applicable

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