

Roosevelt

COMMUNITY
ADULT
SCHOOL

Microsoft®

IT Academy Program

Los Angeles Unified School District • Division of Adult and Career Education

“In today’s tough economy, do you have what it takes to stand out?”

According to CNN.com and Careerbuilder.com, having an acronym like “MOS” behind your name really does give you an edge over the next individual.

DO YOU WANT TO HAVE THIS EDGE AND BE GLOBALLY RECOGNIZED AS A MICROSOFT OFFICE EXPERT? EARNING THIS CERTIFICATION CAN GIVE YOU THAT EDGE.



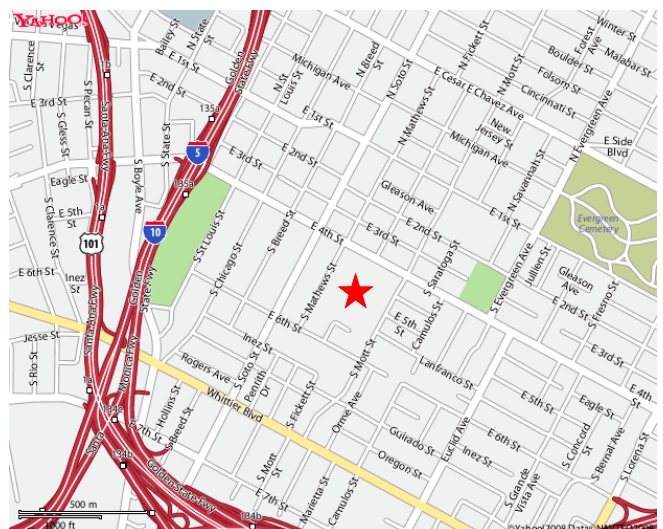
Classes start again on the week of March 9, 2009

Please Note

Details of the class are listed on the back along with an interest survey. Fill out survey so we can determine how many classes are needed. A minimum of 21 interested students is needed before we can start.

For more information about Microsoft IT Academy and Microsoft Office Specialist certification, please visit <http://www.rooseveltITAcademy.com>

Roosevelt Community Adult School,
456 S. Mathews Street, Los Angeles, CA 90033



All educational opportunities are available without regard to race, color, national origin, gender, age or handicap. A lack of English language skills will not be a barrier to admission or participation in the educational and vocational programs.

Class Description

- **Student should have all necessary prerequisite skills before enrolling in this course. Prerequisite skills include mastery of the mouse, basic windows functions, ability to send and receive email, the ability to log on to various network and prior experience with Microsoft Office software.**
- **Students with deficient skills may be asked to take a lower level course.**
- **This class is conducted in a modified teacher-directed and individualized-learning environment utilizing online learning tools and other Web 2.0 technologies. All instructors are certified Microsoft Office Specialist.**
- **This class will be conducted in a mixed environment where some students will be studying Microsoft Word 2003 and some will be studying Microsoft Excel 2003.**
- **The instructor will direct your learning based on your schedule, time line, and specific exam objective areas. This way you won't feel the pressure of trying to catch up if you happen to miss a class session.**
- **Regular lectures will reinforce theory into practice. Lecture topics can include real share real-world problems and solutions using Microsoft Office software.**
- **This course is designed around the Microsoft Official Academic Course series of books which directly addresses all of the Microsoft Office Specialist exam objectives. It is highly suggested that you purchase your own copy.**
- **Upon completion of class or when you are ready, you can take the Microsoft Office Specialist exam at our authorized testing center on campus.**
- **The normal registration fee of \$25 is waived for this class; however, a class materials fee of \$50 will be collected upon registration.**
- **Class fees are refundable only if student officially drops class within 2 weeks of registration date and have not used the testing voucher.**
- **The \$50 class materials fee includes access to practice test and assessment software (a \$75 value), access to Microsoft E-Learning Library (a \$2,450 value), and a free MOS testing voucher for the Microsoft Office Specialist exam at our testing center (a \$75 value-to be used by the end of term).**
- **If we have more than one session available, you can enroll in the same course without paying any additional class materials fee.**

Okay, I want to prepare for Microsoft Office Specialist certification.
I have checked off all dates and times that work best for me.

Monday 5:00—9:15 p.m.

Wednesday 5:00—9:15 p.m.

Saturday 8:30 a.m.—12:45 p.m.

Please let me know when I can register. My contact information is below.

First Name _____ Last Name _____

Telephone _____ Email _____

Please FAX completed form to 323-780-6668 Attn: Kwok Louie