

# Microsoft Office Specialist

Internationally Recognised Application Certification for Microsoft Office 2010, 2007 & 2003

## 2012 Training Calendar



### Learn and Get Certified by COMAT & Microsoft

Course Title	SkillsConnect Course Code	SDF	SRP	Duration	Published Rates	Location	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
<b>Microsoft Office 2010</b>																		
MOS Word 2010 Core	CRS-N-0021087	Yes	Yes	3	\$675	COMAT	9-11	6-8	12-14	2-4	7-9	11-13	9-11	13-15	3-5	1-3	5-7	3-5
MOS Word 2010 Expert	CRS-N-0022679	Yes	Yes	3	\$675	COMAT	25-27	13-15	26-28	23-25	21-23	25-27	23-25	27-29	17-19	15-17	19-21	10-12
MOS Excel 2010 Core	CRS-N-0021088	Yes	Yes	3	\$675	COMAT	16-18 30/1-1/2	6-8 20-22	5-7 19-21	2-4 16-18	7-9 21-23	4-6 18-20	2-4 16-18	6-8 27-29	3-5 17-19	8-10 22-24	5-7 19-21	3-5 10-12
MOS Excel 2010 Expert	CRS-N-0022678	Yes	Yes	3	\$675	COMAT	9-11 25-27	13-15 27-29	12-14 28-30	9-11 23-25	14-16 28-30	11-13 25-27	9-11 23-25	13-15 27-29	10-12 24-26	15-17 29-31	5-7 26-28	3-5 17-19
MOS Access 2010	CRS-N-0022676	Yes	Yes	3	\$675	COMAT	30/1-1/2	20-22	5-7	9-11	28-30	18-20	30/7-1/8	13-15	24-26	8-10	19-21	17-19
MOS PowerPoint 2010	CRS-N-0022675	Yes	Yes	3	\$675	COMAT	9-11	27-29	12-14	9-11	14-16	25-27	2-4	6-8	10-12	29-31	26-28	17-19
MOS Outlook 2010	CRS-N-0022677	Yes	No	3	\$675	COMAT	9-11		19-21		28-30		30/7-1/8		17-19		26-28	
MOS One Note 2010		No	No	3	\$675	COMAT	Please Call For Dates											
MOS Sharepoint 2010		No	No	3	\$675	COMAT		6-8		16-18		4-6		6-8		22-24		10-12
<b>Microsoft Office 2007</b>																		
MOS Word 2007 Core	CRS-N-0022547	Yes	Yes	3	\$675	COMAT	16-18	6-8	12-14	2-4	7-9	11-13	16-18	6-8	10-12	8-10	5-7	3-5
MOS Word 2007 Expert	CRS-N-0022545	Yes	Yes	3	\$675	COMAT	25-27	13-15	26-28	16-18	21-23	18-20	30/7-1/8	13-15	24-26	29-31	19-21	10-12
MOS Excel 2007 Core	CRS-N-0022549	Yes	Yes	3	\$675	COMAT	16-18 25-27	13-15 20-22	12-14 26-28	9-11 23-25	14-16 28-30	11-13 25-27	9-11 23-25	6-8 27-29	10-12 24-26	1-3 15-17	5-7 19-21	3-5 10-12
MOS Excel 2007 Expert	CRS-N-0022546	Yes	Yes	3	\$675	COMAT	9-11 30/1-1/2	20-22 27-29	5-7 19-21	2-4 16-18	7-9 21-23	4-6 18-20	2-4 16-18	13-15 27-29	3-5 17-19	8-10 22-24	5-7 26-28	3-5 17-19
MOS Access 2007	CRS-N-0017860	Yes	Yes	3	\$675	COMAT	30/1-1/2	13-15	26-28	23-25	14-16	4-6	23-25	13-15	17-19	1-3	19-21	17-19
MOS PowerPoint 2007	CRS-N-0017862	Yes	Yes	3	\$675	COMAT	25-27	6-8	5-7	9-11	28-30	25-27	30/7-1/8	27-29	10-12	15-17	26-28	17-19
MOS Outlook 2007	CRS-N-0017863	Yes	No	3	\$675	COMAT	16-18		19-21		7-9		9-11		3-5		26-28	
<b>Microsoft Office 2003</b>																		
MOS Word 2003	CRS-N-0018138	Yes	Yes	3	\$605	COMAT	16-18	20-22	5-7	2-4	21-23	18-20	16-18	6-8	10-12	22-24	5-7	3-5
MOS Word 2003 Expert	CRS-N-0018136	Yes	Yes	3	\$605	COMAT	9-11	27-29	19-21	16-18	28-30	25-27	30/7-1/8	27-29	24-26	29-31	19-21	10-12
MOS Excel 2003	CRS-N-0018143	Yes	Yes	3	\$605	COMAT	30/1-1/2	13-15	19-21	9-11	14-16	4-6	9-11	6-8	3-5	1-3	5-7	3-5
MOS Excel 2003 Expert	CRS-N-0018135	Yes	Yes	3	\$605	COMAT	25-27	20-22	26-28	16-18	21-23	11-13	23-25	13-5	24-26	8-10	26-28	17-19
MOS Access 2003	CRS-N-0018145	Yes	Yes	3	\$605	COMAT	16-18	6-8	12-14	2-4	7-9	18-20	2-4	27-29	17-19	15-17	19-21	10-12
MOS PowerPoint 2003	CRS-N-0018139	Yes	Yes	3	\$605	COMAT	30/1-1/2	27-29	5-7	23-25	14-16	11-13	2-4	13-15	3-5	22-24	26-28	17-19
MOS Outlook 2003	CRS-N-0013164	Yes	No	3	\$605	COMAT	Please Call For Dates						Please Call For Dates					

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### About MOS

Microsoft Office Specialist certification, the premier Microsoft desktop productivity certification, is a globally recognized standard that validates computer desktop skills. The Microsoft Office Specialist program is meeting the demand for "job-ready" people in the global workplace.

### SDF / SRP Funding rates

Funding Component	Courses Targeted at Rank-and-File Level	Courses Targeted at PMETA <sup>^</sup> Lev
Course Fee Support	80% of course fee capped at \$7/hr	50% of course fee
Absentee Payroll Funding	80% of hourly basic salary	

<sup>^</sup> Professionals, Managers, Executives and Technicians

### Postponement/ Cancellation Fees

If notice of cancellation is given in writing:

Two (2) weeks or more before commencement - 50% of course fee(s)

Less than two (2) weeks before commencement/ No Show – 100% of course fee(s)

### Postponement and cancellation

COMAT reserves the right to postpone or cancel the class due to unforeseen circumstances

### Website Information

Please visit our website at [www.comat.com.sg](http://www.comat.com.sg) for more information

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