

OFFICE
365



MICROSOFT
CERTIFICATION



MAX

MAX TECHNICAL TRAINING  MAX SOLUTIONS

SOFTWARE SPECIALIST | Custom Programs

POWER
POINT
M

ADOBE

● MORE THAN 25 COURSES

● MICROSOFT OFFICE

● QUICKBOOKS

● MICROSOFT OFFICE 365

● ADOBE CREATIVE SUITE

WF
WORKFORCE

We understand no two people require the exact same training. With more than 600+ courses offered, we've selected the most sought after Business Software courses available in our catalog and made them available to you. You can work with our Advisors and customize your program with a combination of electives that will lead to a Microsoft Certification.

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MAXTRAIN.COM
Global Training Network

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PROGRAM DESCRIPTION

The Business Software Specialist (BSS) Design your program entails 6.5 -160 hours of instructor-led (virtual or classroom) and/or computer-based training. This program will provide students with training in the most popular software packages used in corporate America. Students can choose the classes they need to round out their current skills and add classes that fit their unique roles, interest and chosen career path. Students successfully completing the Business Software Specialist program will be proficient in basic computer skills as well as software used in a career-related field of their choice.

After completion of the program candidate would be taking the exam to obtain the MOS (Microsoft Office Specialist) certification of their choice.

COURSE ELECTIVE SUBJECTS

MAX offers more than 600 courses and you can customize your training by selecting from the most sought after technologies. Here are examples of courses you can select from.

Microsoft Word
Microsoft Excel
PowerPoint
Access
Microsoft Teams
Quickbooks
Office 365 Online
Microsoft Project
Outlook
OneNote
Adobe CS

JOB TITLES YOU COULD QUALIFY FOR

- Administrative Assistant
- Office Assistant
- Front Desk Receptionist
- Administrative Assistant / Bookkeeper
- Accountant
- Accounting Assistant
- Financial Advisor/Administrator