

What is MOUS Certification?

Microsoft® Office User Specialist (MOUS) certification is the globally recognized standard for demonstrating desktop skills with the Microsoft® Office suite of business productivity applications.

The MOUS program is the ONLY Microsoft approved certification program designed to measure and validate users' skills with the Microsoft® Office suite of desktop productivity applications (Microsoft Word®, Microsoft Excel®, Microsoft PowerPoint®, Microsoft Access® and Microsoft Outlook®).

MOUS certification has provided thousands of people with the proof that they are able to more fully utilize the functionality of Microsoft® Office applications and increase their productivity.



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QuickBooks Pro 2001 Training Sessions

*Provided by
North Shore Innovations,
Ltd.*



QuickBooks Pro 2001 Training Sessions



These sessions are designed to provide you the information you will need to test for the MOUS certifications!

All of the computer training provided in our lab is structured into 4-hour sessions. This allows us to provide an amount of information that can be retained and then immediately utilized. Because the sooner the information is used, the more likely that it will be remembered!

The shorter sessions also allow you to come to our training without having to be away from an entire day's regular activities!

We can also provide hard-to-find training, including Crystal Reports, QuickBooks and Palm Pilot sessions.

Of course, we can always design custom sessions for your organization's specific needs!

QuickBooks Pro 2001: Processing & Managing Payroll

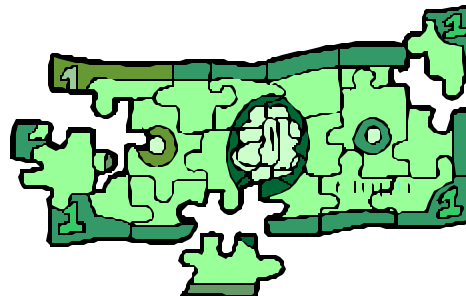
Hours: 4

This session is designed to introduce participants to payroll processing. Participants will work with setting up payroll, setting up employee information, writing paycheck, tracking tax liabilities, and paying payroll taxes

QuickBooks Pro 2001: Working With Inventory

Hours: 4

In the inventory session, participants will work with entering products into inventory, ordering products, receiving inventory, enter a bill for inventory and adjusting inventory



QuickBooks Pro 2001: Estimating & Progress Invoicing

Hours: 4

This session is designed to provide participants with information on creating jobs and estimates, writing estimates, creating and invoice and reporting from an estimate, and updating job status

