

enhance your **RESUMÉ**



THE MSI DIFFERENCE

- **FREE TRAINING MATERIAL**
Learning material is included with every exam, saving you money.
- **AFFORDABLE AND RESPECTED**
Our quality programs are recognized by employers.
- **FLEXIBLE**
Self-paced training and exam done 100% online.
- **VALUE**
Certificate & transcripts mailed to you after you pass your exam.

CERTIFIED BUSINESS OFFICE MANAGER

As an office manager, it's critical that you have the skills and knowledge to optimally manage an office for efficiency, productivity, and with the necessary level of professionalism. Managing an office varies with the complexity of the operations or the industry your business supports.

Professional development courses are designed to prove your proficiency in a subject matter. Certification courses include all learning material required to pass the exam, and access to the certification test.

Learn to improve quality and reduce defects within your organization.

- Office Management Roles
- Core Competencies and Skillsets
- Customer Service
- Business Operations
- Legal Requirements
- Financial Management
- Plus much more..

"These certifications have been a big boost to my resumé. MSI has really helped my career!"