

## Liverpool Business School (LJMU)



### Microsoft Office Specialist Success Story (September 2014)

Liverpool John Moores University (LJMU) is ranked in the top 400 universities world-wide in the Times Higher Education World University Rankings 2013-14. LJMU employs 3,000 staff and has 25,000 students studying from a range of 250 degree courses. The University has a deep appreciation of its responsibilities. Students are given full academic and pastoral support throughout their university experience, and the individual contributions of all our staff to the University's success are highly-valued.

The Liverpool Business School at LJMU has been successfully running Microsoft Office Specialist (MOS) certification for the past three years. They have embedded MOS certifications in Excel, Word and PowerPoint into their BSc in Business Communications and BA in Business and Public Relations.

According to Francis Muir (Senior Lecturer): "MOS certification gives our students a fundamental knowledge and grounding of the key applications that they will use in business, particularly Excel. It enables us to benchmark skills in first year." and Edward Dishman (Business Information Labs Technician) states that, "MOS has meant adding value to our students graduating from LJMU, equipping them for their future business roles."

Based on the success of MOS, the Business School is planning to introduce Excel certification to its BSc in Accountancy and Finance in September 2015. In addition, more staff, particularly administration staff in the school are taking up MOS as part of CPD.

Janet Farrow (Programme Leader, Liverpool Business School) says: "Students find putting the MOS certification is very good for their CV's. The Business School certainly feels it adds value to the Programmes."



Left to Right: Edward Dishman (Business Information Labs Technician) and Janet Farrow (Programme Leader) - Liverpool Business School, pictured with their Prodigy Learning Centre of Excellence plaque.