

MICROSOFT OFFICE SPECIALIST

INTRODUCTION

WHY CERTIFY?

- ✓ Advance in education and career
- ✓ Increase personal productivity
- ✓ Stand out from the competition
- ✓ Portable proof of skills



WHY MICROSOFT OFFICE SPECIALIST (MOS)?

- ✓ Over 250 million Microsoft Office users across the globe
- ✓ 95% of all businesses standardize on Microsoft Office
- ✓ Independent confirmation of an individual's mastery of Microsoft Office programs
- ✓ The only credential of its kind provided by Microsoft

MICROSOFT CERTIFICATION FAMILY

	DEVELOPER	IT PROFESSIONAL		INFORMATION WORKER
SPECIALIZATION		Microsoft CERTIFIED Systems Engineer SECURITY	Microsoft CERTIFIED Systems Engineer MESSAGING	Microsoft Office Specialist Master
CAREER ADVANCEMENT	Microsoft CERTIFIED Solution Developer	Microsoft CERTIFIED Database Administrator	Microsoft CERTIFIED Systems Engineer	Microsoft Office Specialist Expert
SPECIALIZATION		Microsoft CERTIFIED Systems Administrator SECURITY	Microsoft CERTIFIED Systems Administrator MESSAGING	
CAREER ENABLEMENT	Microsoft CERTIFIED Application Developer	Microsoft CERTIFIED Desktop Support Technician	Microsoft CERTIFIED Systems Administrator	Microsoft Office Specialist Specialist
		Microsoft CERTIFIED Professional		

MICROSOFT OFFICE SPECIALIST

MOS PROGRAM OVERVIEW

- Launched in 1997
- Mastery of worldwide standards for the effective use of Microsoft Office programs
- Independently-developed and administered, performance-based examinations
- Tangible evidence of the desktop computing skills needed to succeed
- Worldwide Statistics
 - Over to 2 million certifications issued
 - 100+ countries
 - 18 languages
 - 10,000+ testing centers
 - Approx. 45,000 exams delivered monthly
 - Fastest growing computer certification



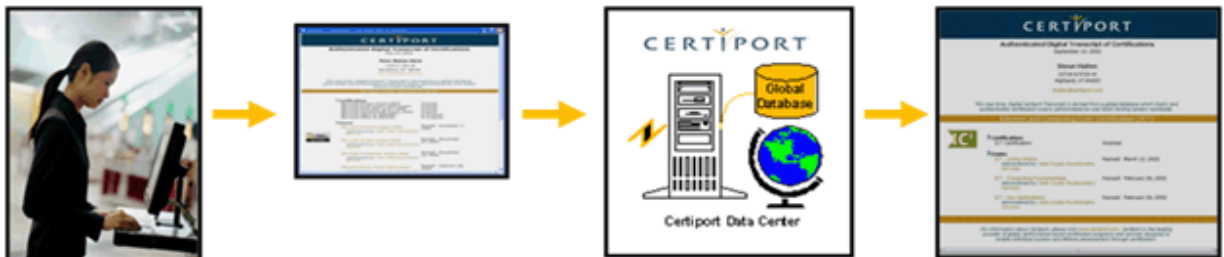
MOS CONTENTS

Testing Methodology

- Questions
 - Based upon “objectives or tasks” defined by Subject Matter Experts
 - Correspond to *real world tasks*
 - Written by *professional item writers*
 - Validated by professional *psychometricians*
- Exams
 - Performance-based exams (45-50 minutes)
 - “*Specialist*” level certification meets basic and intermediate features in Microsoft Office applications
 - “*Expert*” level certification meets advanced features in Microsoft Office applications

Exam Delivery System

1. Candidates take exam in proctored environment
 - Any computer lab can be a testing center
2. Upon exam completion;
 - Candidate receives printed score results
 - Results are uploaded to Certiport’s global candidate database
3. Certiport delivers certificate to passing candidates
4. Candidates can view their online Digital Transcripts



MICROSOFT OFFICE SPECIALIST

SAMPLE OF REPORT & CERTIFICATION

Examination Score Report



Authenticated Digital Transcript



MICROSOFT OFFICE SPECIALIST

Examination Certificate



COURSE DETAILS

COURSE ATTENDEES

The MOS certification is appropriate for candidates in the following career tracks:

- Communications
- Database Administrator
- Database Specialist
- Help Desk (Applications) Support,
- Product Specialist,
- Software Specialist
- Web Professional.

COURSE FEES

Level 17	Advanced Access
Level 16	Intermediate Access
Level 15	Beginning Access
Level 14	Advanced PowerPoint
Level 13	Advanced Topics
Level 12	Advanced Word and Excel
Level 11	Beginning PowerPoint
Level 9-10	Intermediate Excel
Level 8	Outlook
Level 6-7	Intermediate Word
Level 5	Beginning Excel
Level 2-4	Beginning Word
Level 1	Beginning Windows



COURSE DURATION

15 Days (120 hours)



COURSE LEVEL

RM3,500 per person for each level

RM4,000 for Certification Examination



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