

Acronym/Nickname

Certification Body

Microsoft

Description

The Microsoft Office Specialist certification program provides computer program literacy, measures proficiency, and identifies opportunities for enhancement of skills. Successful candidates receive a Microsoft Office Specialist certification credential that sets them apart from their peers in the competitive job market. The certificate is a valuable credential that is recognized worldwide as proof that an individual has the desktop computing skills needed to work productively and efficiently.

Certification Level

Entry

Covered competencies

The Microsoft Office Specialist certification program is the only comprehensive, performance-based certification program approved by Microsoft to validate desktop computer skills in these Microsoft Office desktop productivity programs:

- Microsoft Office Word
- Microsoft Office Excel
- Microsoft Office Outlook
- Microsoft Office PowerPoint
- Microsoft Office Access
- Microsoft Office Project

Requirements

MOS candidates must pass any one of the following exams:

- Word 2000 Expert Exam
- Excel 2000 Expert Exam

Target

Career Path

Authorized Testing Center:

Indicative Fee*

Certification Schedule**

* Fees are exclusive of VAT and wire transfer fee

** Fees and schedules are subject to change without prior notice, please get in touch with Authorized Testing Centers through contact details below

Recommended/Preparatory Training

1. Exam Preparation Guides
 - Word 2000 Expert Exam Preparation Guide
 - Excel 2000 Expert Exam Preparation Guide
2. MS Press Study Materials
 - MS Office Word 2000 Step by Step
 - MS Office Excel 2000 Step by Step

Where to get more information:

<http://www.microsoft.com/learning>

<http://www.eduproinc.com>

<http://www.wizardsgroup.com>

<http://www.prometric.com>

<http://www.pearsonvue.com>

EDUPRO INC Phone: (02) 8674409

DATABASE WIZARDS, INC. Phone: (02) 7574889

NEW HORIZONS COMPUTER LEARNING CTR Phone: (02) 8405000

INTERNATIONAL ELECTRONICS & TECHNICAL INSTITUTE INC., Phone: (02)7514147 OR 8820492

Southeastern College Phone: (02) 8340704

ATENEO PROFESSIONAL SCHOOLS Phone: (02) 8920383

MISNet Education Inc. Phone: (02) 7512871

MISNet Education Inc. - Cebu City Phone: (032) 2531536

INFOTECH XCHANGE INC Phone: (02) 8180835

LEXYSOFT CORPORATION Phone: (032) 2336350

GLOBAL FOUNDATION FOR INTL EDU Phone: (032) 2332500