



Microsoft Office Specialist on Office 2003 Edition – Expert

Acronym/Nickname		Certification Body Microsoft	
Description		Certification Level Entry	
<p>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.</p>		<p>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:</p> <ul style="list-style-type: none"> • Microsoft Office Word • Microsoft Office Excel • Microsoft Office Outlook • Microsoft Office PowerPoint • Microsoft Office Access • Microsoft Office Project <p>Requirements MOS candidates must pass any one the ff exams:</p> <ul style="list-style-type: none"> ▪ Word 2003 Expert Exam ▪ Excel 2003 Expert Exam 	
Target		Career Path	
Authorized Testing Center:	Indicative Fee*	Certification Schedule**	
<p>* 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</p>			
Recommended/Preparatory Training			
<ol style="list-style-type: none"> Exam Preparation Guides <ul style="list-style-type: none"> • Word 2003 Expert Exam Preparation Guide • Excel 2003 Expert Exam Preparation Guide MS Press Study Materials <ul style="list-style-type: none"> • MS Office Word 2003 Step by Step • MS Office Excel 2003 Step by Step 			
Where to get more information:			
<p>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</p>			