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| 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</p> <p>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</p> <p>MOS candidates must pass any one of the following exams:</p> <ul style="list-style-type: none"> ▪ Word 2003 Exam Skills Standards ▪ Excel 2003 Exam Skills Standards ▪ PowerPoint 2003 Exam Skills Standards ▪ Access 2003 Exam Skills Standards ▪ Outlook 2003 Exam Skills Standards | |
| 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"> 1. Exam Preparation Guides <ul style="list-style-type: none"> • Word 2003 Expert Exam Preparation Guide • Excel 2003 Expert Exam Preparation Guide • PowerPoint 2003 Exam Preparation Guide • Access 2003 Exam Preparation Guide • Outlook 2003 Exam Preparation Guide 2. MS Press Study Materials <ul style="list-style-type: none"> • MS Office Word 2003 Step by Step • MS Office Excel 2003 Step by Step • MS Office PowerPoint 2003 Step by Step • MS Office Access 2003 Step by Step • MS Office Outlook 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> | | | |