Microsoft Office Specialist on Office XP – Master

Acronym/Nickname

Certification Body
Microsoft

Certification Level
Entry

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.

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 the ff exams:

1. All three Required exams
   - Word 2002 Expert Exam
   - Excel 2002 Expert Exam
   - PowerPoint 2002 Exam
2. One Elective exam
   - Access 2002 Exam
   - Outlook 2002 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 2002 Expert Exam Preparation Guide
   - Excel 2002 Expert Exam Preparation Guide
   - Powerpoint 2002 Exam Preparation Guide
   - Access 2002 Exam Preparation Guide
   - Outlook 2002 Exam Preparation Guide
2. MS Press Study Materials
   - MS Office Word 2002 Step by Step
   - MS Office Excel 2002 Step by Step
   - MS Office Powerpoint 2002 Step by Step
   - MS Office Access 2002 Step by Step
   - MS Office Outlook 2002 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