Microsoft Office Specialist (MOS)
Industry Certification Information Sheet

Aligned Program of Study
Office Management

Aligned Courses
- Advanced Computer Applications (5904)
- Foundations of Supply Chain Management (6198) – Excel

Description
The Microsoft Office Specialist (MOS) certification is the leading computer certification in the world, with more than one million MOS exams being taken every year in over 140 countries. This certification gives the opportunity for demonstration of the knowledge, skills, and abilities to productively use Microsoft Office. MOS certification enables utilization of the full features and functionality of the Microsoft Office system, resulting in heightened levels of individual performance, confidence, and differentiation. In schools, MOS certification promotes success in the classroom for students and instructors, builds individual distinction, and prepares students for an increasingly competitive workforce. In business, MOS certification maximizes office productivity and efficiency for the organization and increases job satisfaction and heightens career achievement among employees. In workforce development, MOS certification prepares and places job candidates, ensuring that they possess the skills employers requires.
The seven focus areas of this certification are:

- Word
- Excel
- PowerPoint
- Access
- Outlook
- OneNote
- SharePoint

Materials and Resources
There are a wide variety of training materials and resources that can be found on the Certiport Tennessee website at http://www.certiport.com/portal/common/htmllibrary/Statewide/TN/index.html.

Testing Sites
Most of the 27 TCAT locations in the state are Certiport registered MOS testing sites and any high school or postsecondary institution can enroll with Certiport to become a testing center online at:
https://www.certiport.com/portal/desktopdefault.aspx?page=common/pagelibrary/new_transition.htm

Test Owner and Registration
Certiport, Inc.
1276 South 820 East, Ste. 200
American Fork, UT 84003
Phone: (888) 999-9830

Exam Codes	77-418: Word 77-420: Excel 77-422: PowerPoint 77-424: Access 77-423: Outlook 77:419: SharePoint 77-421:OneNote
Website	http://www.certiport.com/portal/desktopdefault.aspx?tabid=664&roleid=101
Exam Format	Exams are primarily performance-based and conducted in a "live", or simulated, environment. MOS 2013 exam candidates are presented with a project to build, with tasks and steps that build on each other.
Length of Test	A typical exam takes up to 90 minutes.
Price	Exam fee is $96.00