

Microsoft Office Specialist (MOS): Associate Certification

Aligned Program of Study: Office Management

The [Microsoft Office Specialist \(MOS\): Associate certification](#) is the premier global computer certification, with millions of people in over 140 countries taking MOS exams. This certification allows individuals to demonstrate their expertise in the complete Microsoft Office system through their new project-based exam structure. These exams test an individual's competency using small projects based in real-world scenarios to ensure each user demonstrates their ability to operate the full features of Microsoft Office. Additionally, the new Office 365 and Office 2019 exams feature 3D models, morph animations, slide zoom, new Excel functions, and Ink. The MOS certification not only helps prepare students for industry, but it also improves academic performance and engagement. In business, the MOS certification increases employee proficiency and improves employee confidence and initiative. While students earn a certification for each exam they pass, they may become a Microsoft Office Specialist: Associate if they earn three of the four available associate certifications.

The MOS Associate certification focus areas include:

- Word Associate
- Outlook Associate
- Excel Associate
- PowerPoint Associate

Students who earn their Microsoft Office Specialist: Associate certification can showcase their accomplishment with Microsoft Office Specialist digital badges, which also allow employers to verify the student's certification.

Certification Information

Test Owner

Microsoft

1-877-696-7786

<https://www.microsoft.com/en-us/>

Testing Sites/Centers

To locate a current Certiport Authorized Testing Center in your area, use the [Certiport Authorized Testing Center Locator](#). Additionally, any high school or post-secondary institution can [enroll](#) with Certiport to become a testing center.

Registration Procedures

To register, create a user account [here](#).

Preparing to offer the certification

Exam Details

The MOS exams are performance-based and conducted in a "live" or "simulated" environment. Students will perform both a series of tasks to demonstrate their skills and complete an application-specific small project. Each exam is 50 minutes and features between 25 and 46 total questions (depending on the exam).

Materials and Resources

Exam resources, including exam replay and exam policies, can be found on [Microsoft's certification site](#).

Vendor

TDOE does not currently have a data-sharing agreement with any vendor for this certification, therefore the burden of proof to provide evidence of earning the certification will be on the school system.

| Identified Vendors | Contact Information |
|---------------------------------|---|
| Certiport, Inc. | Certiport, Inc. Phone: (888) 999-9830 https://certiport.pearsonvue.com/ |