



Do More.

Certify. Why? The future belongs
to students who do more.

Microsoft
Office Specialist

MOS 2016 certification gives students and institutions of higher learning the tools they need to chart their own course, fulfill their ambition, and realize their potential.

What does it mean to do more?

For students, faculty, and administrators, it's about going the extra mile. It's about effort, achievement, and transformation. That's where Microsoft Office Specialist comes in:

- For students, MOS certifications boost academic performance, prepare them for the demands of a job, and open doors to career opportunities.
- For faculty who teach MOS courses, they enjoy a more engaged student body.
- For administrators who invest in a MOS program for their college, they see a boost in retention rates, reduced acquisition costs, and the increased likelihood of advanced career placement for students — a boon for school rankings.

135,000

Jobs listed on Indeed.com when searching for "Microsoft Office." It's one of the most demanded skills.

"We know students need to look at every angle possible to stand out and get ahead. When employers see the performance of our students, they want to come back and hire from our school. It has definitely been worth the investment."

*Kathleen E. Davisson, Chair of the Undergraduate Programs Curriculum Committee
Daniels College of Business, University of Denver*

Take Control.

MOS includes three levels of certification: Specialist, Expert, and Master. Students can certify at all three levels. They should try to obtain the highest level possible. The market demands—and caters to—those who possess the most education and skills.

Students can digitally broadcast their accomplishments with MOS 2016 online badges. These digital badges contain verifiable data that tell employers and admission committees what the student did and why it matters. In other words, digital badges give instant credibility.

MOS 2016 Certification Exams

Microsoft

Office Specialist

Become certified as a specialist in one, any, or all of Microsoft's premiere office technologies.

Word

Excel

PowerPoint

Access

Outlook

Microsoft

Office Specialist Expert

Like grad school for two of the most in-demand technologies in the job market.

Word Expert

Excel Expert

Microsoft

Office Specialist Master

Like earning a Ph.D. in Microsoft Office. To become a MOS Master, you must earn Word Expert, Excel Expert, PowerPoint, and Access or Outlook certifications.

Word Expert

Excel Expert

PowerPoint

Access or Outlook



Word

Transform ideas into professional documents



Excel

Reveal trends and gain insights with powerful analysis tools



PowerPoint

Enhance your ability to communicate with your audience



Access

Track and report assets and information



Outlook

Facilitate the flow of connectivity with email and calendar tools



Word Expert

Cultivate your Word skills, and go deeper into the program's capabilities



Excel Expert

Expand your Excel proficiency by unlocking Excel's full power

Do More

"I graduated with five certifications and got a great job only three months out of college with great pay and benefits."

*Nicole Sizemore
Former Student
Moberly Area
Community College*

Real World Skills

"It's a great advantage to be able to guarantee corporate recruiters that each and every student walking out of the A. B. Freeman School of Business has had to attain a common level of Excel skills. This certification naturally improves the marketability of the students"

*Peggy Babin, Associate Dean
A.B. Freeman School of
Business, Tulane University*

Take Control

For colleges and universities, MOS certification programs promote:

- More reasons for potential students to enroll
- A comprehensive, cost-effective, easy-to-implement way to help students develop the skills businesses need
- Embedded digital literacy within all programs and curriculum
- Stronger courses, programs, and students
- A way to pre-qualify students for admission to college departments
- State-of-the-art learning to course offerings

Microsoft

Office Specialist