



Do More.

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

Microsoft
Office Specialist

MOS 2016 certification gives students and schools 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, teachers, 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 college, and open doors to career opportunities.
- For educators who teach MOS courses, they enjoy a more engaged student body.
- For administrators who invest in a MOS program, they see lower numbers of dropouts and disciplinary cases, more diplomas, and higher GPAs.

91% of hiring managers consider certification as part of their hiring criteria

"We are focused on college and career readiness. One of the things we want our students to have when they leave our schools is the ability to be successful in college but also to be successful in the workplace."

*Tina Thomas
Instruction Supervisor
Queen Anne's County Public Schools*

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

"My MOS certifications made it easier and quicker to write papers and do presentations in college. I would absolutely 100% recommend them to everyone I know. They are industry recognized certifications that make you more appealing to employers, plus it really makes you feel good about yourself!"

Miranda Hill, Student

Real World Skills

"With 21st century skills being on the forefront of every school district right now, making sure students have the opportunity to learn word processing, publishing, spreadsheets, and databases is absolutely critical."

*Martha Roettgen, Teacher
Green Hope High School
in North Carolina*

Take Control

For schools, MOS certification programs promote:

- Leading-edge curriculum
- Enhanced reputation and prominence through higher learning standards
- Opportunities to qualify for additional funding
- Embedded digital literacy within all programs and curriculum
- Stronger courses, programs, and students
- State-of-the-art learning and course offerings

1-888-222-7890 | www.certiport.com/mos

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