



## What is MOS?

The Microsoft Office Specialist Program was developed as a result of a growing demand for skill certification and a workforce marketplace eager for global desktop performance standards.

- ➔ Employers want to know that temporary or new hires can work in a computerised environment.
- ➔ Employees want to know what skills they can take into the job market.
- ➔ Schools want to graduate students with valuable core computer skills.
- ➔ Buyers of training services want to know if their investment translated into usable skills.
- ➔ Computer support staff wants to know the skill level of a user calling a help desk.



The Microsoft Office Specialist program provides benchmarks to validate desktop computer skills in using Office. Test candidates' skills are compared with the Microsoft proficiency standard to measure true Microsoft Office aptitude.

## How will MOS benefit me as an end user?

The Specialist designation distinguishes an end user as truly knowledgeable in using Office products. Having had their skills proven against the Microsoft Office proficiency standard, users ultimately become more competitive in a tight job market. Refined desktop computer skills contribute to individual efficiency in personal endeavours as well.

## How will MOS benefit the employer?

The Microsoft Office Specialist program demonstrates employee competency and helps with both job placement and advancement. Hiring Specialists reduces the amount of training needed to bring new employees up to speed and contributes to the overall level of organizational effectiveness. Companies comprised of Office proficient employees also reduce the number of calls to the Microsoft computer assistance Help Desk, contributing to a lower total cost for Office ownership.

## What do I do to certify?

- ➔ Select the appropriate level and product examination that you wish to undertake
- ➔ Consult with your Account Executive at New Horizons to find out which courses you will need to complete
- ➔ Complete the required courses
- ➔ Study for the examination
- ➔ Book and take your MOS examination at New Horizons

## What does it cost to certify?

Each examination costs \$125.00(inclusive of GST) at New Horizons.



## How does the MOS program work

There are three levels of certification that are available in the program

<p><b>Specialist:</b></p>	<p>Becoming a Microsoft Office Specialist at the Core level indicates that you have a comprehensive understanding of the core features in a <b>specific Microsoft Office 2000/XP/2003 application</b>.</p> <p><b>Requirements:</b> Pass any ONE of the core exams:</p> <ul style="list-style-type: none"> <li>➔ Word 2000/XP/2003</li> <li>➔ Excel 2000/XP/2003</li> <li>➔ PowerPoint 2000/XP/2003</li> <li>➔ Access 2000/XP/2003</li> <li>➔ Outlook 2000/XP/2003</li> </ul>
<p><b>Expert:</b></p>	<p>Becoming a Microsoft Office Specialist at the Expert level indicates that you have a comprehensive understanding of the advanced features in a <b>specific Microsoft Office 2000/XP/2003 application</b></p> <p><b>Requirements:</b> Pass any ONE of the Expert exams</p> <ul style="list-style-type: none"> <li>➔ Word 2000/XP/2003 Expert</li> <li>➔ Excel 2000/XP/2003 Expert</li> </ul>
<p><b>Master:</b></p>	<p>Becoming a Microsoft Office User Specialist at the Master level indicates that you have a comprehensive understanding of <b>Microsoft Office 2000/XP/2003</b>.</p> <p><b>Requirements:</b> PASS three required exams and one elective exam:</p> <ul style="list-style-type: none"> <li>➔ Word 2000/XP/2003 Expert</li> <li>➔ Excel 2000/XP/2003 Expert</li> <li>➔ PowerPoint 2000/XP/2003</li> </ul> <p><b>Elective:</b></p> <ul style="list-style-type: none"> <li>➔ Access 2000/XP/2003 <b>OR</b></li> <li>➔ Outlook 2000/XP/2003</li> </ul>

For further information contact your New Horizons Account Manager on (02) 8263 5900 or email us at: [infosyd@nhaustralia.com.au](mailto:infosyd@nhaustralia.com.au)

For the latest information about the MOS Certification, visit:  
<http://www.microsoft.com/australia/learning/cert/officespecialist/default.aspx>