

## Microsoft Office Specialist

**Purpose:** The Microsoft Office Specialist (MOS) is a comprehensive, performance-based certification programme approved by Microsoft to validate desktop computer skills using Microsoft Office 2010 or Office 2013 suites of desktop applications.

Microsoft Office Specialist (MOS) certification is available for the following applications:

- Word (core and expert)
- Excel (core and expert)
- PowerPoint
- Access
- Outlook

**Entry Requirements:** A good working knowledge of the module which you wish to gain accreditation in is required. Ideally to have successfully completed the ECDL core.

**Assessment:** Online examinations (one for each module taken)

**Qualification:** MOS is a qualification for Intermediate or Advanced users of Microsoft Office Applications.

Specialist	Expert	Master
Candidates must pass any one of the following Specialist exams: <ul style="list-style-type: none"><li>• Word</li><li>• Excel</li><li>• PowerPoint</li><li>• Access</li><li>• Outlook</li></ul>	Candidates must pass any one of the following Expert exams: <ul style="list-style-type: none"><li>• Word Expert</li><li>• Excel Expert</li></ul>	Candidates must pass three required exams and one elective exam. <b>Required:</b> <ul style="list-style-type: none"><li>• Word Expert</li><li>• Excel Expert</li><li>• PowerPoint</li></ul> <b>Elective:</b> <ul style="list-style-type: none"><li>• Access</li><li>• Outlook</li></ul>

**Duration:** 10 X 3 hour classes (per Module) or a self-learning option is available

**For further information please call us on (01) 802 0417**