

Microsoft Office Specialist (MOS) Excel Expert 2013

July 15, 2016



Certifying Organization	Certiport http://www.certiport.com					
Description of Credential	This credential certifies that the student has demonstrated advanced skills in key Office programs by earning a Microsoft Office Specialist Excel Expert Certification. To become a Microsoft Office Excel 2013 Expert, you must pass both of the MOS Expert required exams: Excel 2013 Expert Part One Exam 427 and Excel 2013 Expert part Two Exam 428. Microsoft Excel Expert 2013 exam earners have an advanced understanding of Excel 2013, and create, manage, and distribute professional spreadsheets for a variety of specialized purposes. They customize their Excel environments and enhance productivity in custom business templates, multiple-axis financial charts, amortization tables, and inventory schedules.					
Part of which Graduation Pathways ¹	Microsoft Office credentials are Complementary credentials in most regional and integrated pathways and can be a credential for Act 833-eligible pathways.					
Associated with Which Careers?	<p>5 Star: Computer User Support Specialists, Information Security analysts, Market Research Analysts and marketing Specialists, Network and Computer Systems Administrators</p> <p>4 Star: Executive Secretaries and Executive Administrative Assistants, Computer Network Support Specialists, Legal Secretaries, Medical Records and Health Information Technicians, Training and Development Specialists</p> <p>3 Star: Compensation, Benefits, and Job Analysis Specialists, Computer, Automated Teller, and Office Machine Repairers, Medical Secretaries</p>					
Entry-Level Annual Salaries	\$17,376 - \$41,138					
Industry-Based Certification Requirements: Students						
Standard / Curriculum	<p>Microsoft Office Specialist (MOS) Excel Expert Informational links: MOS Excel 2013 Expert Requirements For Skills measured in MOS Excel 2013 Expert Part One (Exam 427), click here . Skills measured in MOS Word 2013 Expert Part Two (Exam 428), click here .</p>					
Testing Methodology	Paper?	No	Online?	Yes	Performance Exams / Tests?	Yes
Re-Testing (if available)	Re-Testing Procedures	Retake vouchers can only be used to retake the same exam that was failed. Retake vouchers must be used within 30 days of the initial failed exam. A student may use a retake voucher to retake a failed exam. If a student does not pass the exam on the first try, there is a 24 hour waiting period. There is a two-day waiting period imposed for each subsequent exam retakes.			Max Attempts	There is no annual limit on the number of attempts on the same exam.
Testing Details (including any age requirements / accommodations)	To purchase the MOS 2013 Study Guide for Microsoft Excel Expert, click here . Exams are administered at Certiport Authorized Testing Centers . Schools can become authorized testing centers through a partner contract with Certiport. Educators seeking accommodations must email their request to accommodations@certiport.com					

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Industry-Based Certification Requirements: Teachers					
<i>Bulletin 746, Chapter 5: All Louisiana teachers providing instruction in a course that leads to an IBC must hold the certification that they're teaching students to attain.</i>					
Instructor Certification Requirements (by certifying agency)	Microsoft Office Specialist (MOS) teacher certification is required. Certiport will provide a complementary teacher voucher for teacher certification.				
Proctoring / Test Security (if any)	Certiport's exam policies, proctoring and security information are available here .				
Certification Tracking					
Credentialing Documentation	Certiport maintains all documentation. Students create their own Certiport account and can track Microsoft Office Specialist Word Expert certification (and other certifications offered by Certiport) online. Students can print out copies of the certifications they have earned or have the certifications mailed to them. <i>Teachers can track the certification results of their students using the student voucher number used for the exam. Schools will not be able to track the results of students who take the exam at a public testing center without the cooperation /disclosure by the student.</i>				
Certification Tracking System	Online Tracking System?	Yes	Details	N/A	
Other Details	Expiration Timeframe?	Microsoft Office Specialist Excel Expert certification doesn't expire, although periodic updates to operating systems and standard computer functionalities change the requirements for Expert Certification.			
Certification Costs / Funding Sources					
Cost Details	Regional or statewide pricing opportunities may be available. Please check with Certiport or JumpStart@la.gov for latest pricing information.				
Re-test / Refund Policies	A re-test voucher will only be issued if purchased with an exam voucher. The re-test voucher will only work for the same exam that was taken originally not a different exam. All vouchers expire 12 months after issued.				
Funding Sources ²	CDF?	No	Perkins?	Yes	Alternative Source (other than General Funds)
For More Information					
Certifying Agency Contact Info	Darryl A. Barnes Territory Manager, Certiport Darryl.Barnes@pearson.com Direct Line: 801.847.3198				
LDE Contact	JumpStart@La.Gov				
Jump Start Regional Team Experts	TBD				

1 – This table may not include all the graduation pathways this credential appears in. Please check the [graduation pathway](#) you are working with if you have a question as to whether or not this credential is part of that pathway.

2 – CDF = [Career Development Fund](#)