



Microsoft Office Specialist (MOS) Word Expert 2013 July 15, 2016

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|---|---|--|---------|-----|----------------------------|--|
| 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 Word Expert Certification. To become a Microsoft Office Word 2013 Expert, you must pass both of the MOS Expert required exams: Word 2013 Expert Part One Exam 77-425 and Word 2013 Expert part Two Exam 77-426. Microsoft Word Expert 2013 Certification earners proficiently use the basic and advanced features of Word 2013 for documents, content management, and advanced formatting. They customize their Word environments to meet project needs and to enhance productivity in expert-level documents which include business plans, research papers, books, specialized brochures, and mass mailings. | | | | | |
| 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 Informaiton Technmicians, 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 | Microsoft Office Specialist (MOS) Word Expert Informational links: MOS WORD 2013 Expert Requirements For Skills measured in MOS Word 2013 Expert Part One (Exam 425), click here . Skills measured in MOS Word 2013 Expert Par Two (Exam 426), click here . | | | | | |
| 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 Word 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 Word 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](#)