

Microsoft Office Specialist PowerPoint 2013

July 15, 2016



Certifying Organization	Certiport www.certiport.com					
Description of Credential	This credential certifies that the student has mastered the essential functionality of Microsoft Office Specialist PowerPoint 2013. Certification candidates must demonstrate the fundamentals to create and manage presentations, insert and format shapes and slides, create slide content, apply transitions and animations and manage multiple presentations. <i>The exam requires the ability to complete a realistic Microsoft PowerPoint project.</i>					
Part of which Graduation Pathways ¹	Microsoft PowerPoint 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><u>5 Star</u>: Marketing Specialists, Marketing Managers, Public Relations Specialists <u>Business Administration</u> – 5 Star: Administrative Services Manager, Supervisor of Office Workers, Financial Managers</p> <p><u>4 Star</u>: Multimedia Artists and Animators, Graphic Designers, Advertising and Promotions Managers, Electrical and Electronic Managers</p> <p><u>3 Star</u>: Camera Operators, Film and Video Editors</p> <p>Also: Customer Service Representative, Office Supervisor, Operations Manager, Administrative Service Manager, Management Analyst</p>					
Entry-Level Annual Salaries	<p>\$18,000 - \$28,000</p> <p>\$37,000 (Advertising and Promotions Managers)</p> <p>\$44,000 (Marketing Managers)</p> <p>\$51,000 (Financial Managers)</p>					
Industry-Based Certification Requirements: Students						
Standard / Curriculum	An interactive PowerPoint 2013 certification program provides students with scenarios that measure their ability to manage day-to-day tasks. The content overview link provides Microsoft Office Specialist PowerPoint 2013 information. A link to exam policies is also provided.					
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)	Students must pass the certification test at the Core level to attain the Microsoft Office PowerPoint Specialist Certification. Exams are administered at Certiport Authorized Testing Centers. Schools can become authorized testing centers through an Authorized Partner Program with Certiport. Microsoft Office Specialist (MOS) practice tests for PowerPoint are available for purchase and they are designed to replicate the certification exam so test-takers can better prepare themselves for test day. Educators seeking accommodations must email their request to accommodations@certiport.com					

Microsoft Office Specialist PowerPoint 2013

July 15, 2016



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)	MOS (Microsoft Office Suite) 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 PowerPoint Specialist 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?	PowerPoint certification doesn't expire, although periodic updates to operating systems and standard computer functionality change the requirements for PowerPoint.			
Certification Costs / Funding Sources					
Cost Details	Packages available (voucher or license) For more information, click here . 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](#)