



## Microsoft Office Specialist Certifications

March 1, 2019

Certifying Organization	Certiport <a href="http://www.certiport.com">http://www.certiport.com</a>					
Description of Credential	<p>Microsoft Office provides industry-leading assessments of skills and knowledge through project-based testing, giving students and professionals real-world exercises to appraise their understanding of the various Microsoft Office credentials. This guarantees that every certified user has demonstrated the ability to command the full features and functionality of Microsoft Office, preparing them for future academic or workforce opportunities.</p> <p>Microsoft Office includes <u>three levels of certification</u>: Specialist, Expert, and Master. Students can certify at all three levels. They should try to obtain the highest level possible. The market demands—and caters to—those who possess the most education and skills.</p>					
Part of which Graduation Pathways <sup>1</sup>	Microsoft Office credentials are Complementary credentials in most regional and integrated pathways.					
<a href="#">Associated with Which Careers?</a>	<p><b>5 Star:</b> Computer User Support Specialists, First-Line Supervisors of Office and Administrative Support Workers, Information Security Analysts</p> <p><b>4 Star:</b> Executive Secretaries and Executive Administrative Assistants, Airfield Operations Specialists, Bill and Account Collectors, Bookkeeping, Accounting, and Auditing Clerks, Computer Network Support Specialists, Legal Secretaries, Medical Records and Health Information Technicians, Public Relations Specialists</p>					
Entry-Level Annual Salaries	\$20,386 - \$34,354					
<b>Industry-Based Certification Requirements: Students</b>						
Standard / Curriculum	<p><a href="#">Microsoft Office Specialist Word and Specialist Word Expert</a></p> <p><a href="#">Microsoft Office Specialist Excel and Specialist Excel Expert</a></p> <p><a href="#">Microsoft Office Specialist PowerPoint</a></p> <p><a href="#">Microsoft Office Specialist Access</a></p> <p><a href="#">Microsoft Office Specialist Outlook</a></p> <p><a href="#">Become a 2010 Microsoft Office Specialist Master</a></p> <p><a href="#">Become a 2013 Microsoft Office Specialist Master</a></p> <p><a href="#">Become a 2016 Microsoft Office Specialist Master</a></p>					
Testing Methodology	Paper?	No	Online?	Yes	Performance Exams / Tests?	Yes
Re-Testing (if available)	Re-Testing Procedures	<a href="#">Retake Policies for all Microsoft Office Credentials</a>			Max Attempts	No annual limits
Testing Details (including any age requirements / accommodations)	<p><a href="#">Exam objectives for Microsoft Office Specialist and Microsoft Office Expert versions of Word and Excel</a>. Practice tests are available for purchase through Certiport and are designed to replicate the certification exam so test-takers can better prepare themselves for test day. Exams are administered at Certiport Authorized Testing Centers, and information concerning this can be found in the Certiport <a href="#">Exam Policies</a> document and Microsoft <a href="#">FAQs</a>. Schools can become authorized testing centers through a partner contract with Certiport's <a href="#">Authorized Partner Program</a>. Educators seeking accommodations must email their request to <a href="mailto:accommodations@certiport.com">accommodations@certiport.com</a></p>					



## Microsoft Office Specialist Certifications

March 1, 2019

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)	<a href="#">Certiport's exam policies, proctoring and security information</a>			
Certification Tracking				
Credentialing Documentation	<p>Certiport maintains all documentation. Students create their own Certiport account login and can track Microsoft Office 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. Teachers can track the certification results of their students using the student voucher number used for the exam. <i>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></p> <p>IBC# 054: Microsoft Office Specialist Word            IBC# 183: Microsoft Office Specialist Excel            IBC# 184: Microsoft Office Specialist PowerPoint            IBC# 185: Microsoft Office Specialist Access            IBC# 186: Microsoft Office Specialist Outlook            IBC# 434: 2010 Microsoft Office Specialist Master            IBC# 435: Microsoft Office Specialist Word Expert 1            IBC# 443: Microsoft Office Specialist Word Expert 2            IBC# 464: Microsoft Office Specialist Excel Expert            IBC# 475: 2013 Microsoft Office Specialist Master            IBC# 476: 2016 Microsoft Office Specialist Master</p> <p><b>Images of sample Microsoft Office certifications:</b>  <a href="#">Microsoft Office Specialist</a>  <a href="#">Microsoft Office Expert</a>  <a href="#">Microsoft Office Master</a></p>			
Certification Tracking System	Online Tracking System?	Yes	Details	N/A
Other Details	Expiration Timeframe?	Microsoft Exam: <a href="#">Exam releases (including languages)</a> <a href="#">Exam retirements – important to read</a> <a href="#">Exam lengths</a> <a href="#">Exam tutorials</a> <a href="#">Retake policies</a>		

Certification Costs / Funding Sources						
Cost Details	Packages available (voucher or license) For more information, click <a href="#">here</a> . Regional or statewide pricing opportunities may be available. Please check with Certiport for latest pricing information.					
Re-test / Refund Policies	<u>Retake policies</u> vary based on exam program. Click on the certification program for more information. For information about policies regarding the redemption and use of an actual retake voucher itself, please see our <b><u>Voucher policies</u></b> page.					
Funding Sources <sup>2</sup>	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	<a href="mailto:JumpStart@La.Gov">JumpStart@La.Gov</a>					
Jump Start Regional Team Experts	TBD					

1 – This table may not include all the graduation pathways this credential appears in. Always check with certifying agency for latest updates. 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](#)