

Microsoft Office Specialist 1

Freeman High School - MOS Information Sheet

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Anyone can open a document or a spreadsheet, but today's employers want to know that candidates for jobs and promotions can leverage Microsoft Office programs in ways that contribute to the bottom line. With the globally recognized Microsoft Office certification, you can prove your skills with ease. Whether you're looking for the ideal job, trying to advance in your present career, or pursuing academic goals, Microsoft Office Specialist gives you the tools to achieve more, distinguish yourself, and advance in today's competitive academic and professional environments.

In today's job market, it is not unusual for a single job posting to attract several hundred applications. While that's good news for employers, it can be very discouraging for job seekers. Putting Microsoft Office Specialist Certification on your resume helps you stand out as a job candidate with the necessary computing skills to get the job done. Employers view certification as a strong indicator that you can make substantial contributions in productivity and output. Nearly 90 percent of office-place supervisors surveyed believe that individuals with Microsoft Office Specialist Certification are more competent and credible than their non-certified peers.

MOS Certification

The Microsoft Office Specialist Certification for Microsoft Office provides a valid measure of technical expertise by evaluating your overall comprehension in one or more Office application programs. It is the only comprehensive, performance-based certification program approved by Microsoft to validate desktop computer skills. The MOS certification requires you to pass one or more exams in the following programs: Microsoft Word, Microsoft Excel, Microsoft Access, Microsoft PowerPoint or Microsoft Outlook. The MOS certification program offers four levels of certification: Specialist, Expert, Master, and Master Instructor. In Freeman's MOS 1, you will have the opportunity to become certified at the specialist level in Word, Excel and PowerPoint. In Freeman's MOS 2, you will have the opportunity to become certified at the expert level in those three programs in addition to becoming certified at the specialist level in Access and Outlook.

Earning Office Specialist certification acknowledges you have the expertise to work with Microsoft Office programs. Office Specialist-certified individuals report increased competence and productivity with Microsoft Office programs as well as increased credibility with their employers, co-workers, and clients. Office Specialist certification sets you apart in today's competitive job market, bringing employment opportunities, greater earning potential, and career advancement—in addition to increased job satisfaction.

Fast Facts

- The MOS program was launched in 1997
- The MOS program is available in more than 100 countries and in 19 languages
- More than 2.5 million Office Specialist certificates have been issued
- Approximately 40,000 Office Specialist certificates are issued each month
- More than 8,000 MOS Master Instructors have been certified

For students, Microsoft Office training and certification:

- Provide a professional credential recognized around the world
- Help earn cost-effective college credit
- Demonstrate computing efficiency essential in the workplace

For employment seekers, MOS certification:

- Differentiates and helps job candidates get hired. Research shows not only do Microsoft Office specialists find work faster, they also earn up to 12% more than individuals who are not certified
- Provides a firm measure that validates Microsoft Office training
- Gives credibility and substance to work skills

For those focused on career advancement, MOS certification:

- Increases salary potential. Research shows 82% of certified MOS report a salary increase after certification
- Sets company advancers apart as desktop computing experts in their organizations
- Provides career opportunities. 88% of managers report MOS certification gives employees an advantage in hiring and promotion, which means greater earning power, respect, and recognition

Businesses

Employers who encourage Office Specialist certification and hire Office Specialist-certified job candidates report increased employee competence and productivity with Microsoft Office programs. MOS certification also simplifies the employee selection and hiring process by easily identifying individuals with the skills to be productive as soon as they are hired. Investing in their skills brings improved employee morale, confidence, and productivity. The results of an independent research study of participants in the Office Specialist program indicate Office Specialist certification improves employee competence, productivity, and credibility, including the following:

- Up to 87 percent of employers observe increased competency in their Office Specialist-certified employees.
- Up to 83 percent of employers feel their Office Specialist-certified employees are more productive.
- Up to 77 percent of employers feel Office Specialist certification has a positive effect on employee credibility among co-workers.
- Up to 74 percent of employers feel Office Specialist certification has a positive effect on employee credibility with customers and clients.
- Up to 82 percent of employers believe Office Specialist certification directly benefits an organization.
- Up to 67 percent of employers feel Office Specialist simplifies hiring and advancement decisions.