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Microsoft Office Specialist 2010 – General Information

Microsoft Office Specialist (MOS) is the credential required by academia and business, recognized globally as the premier credential chosen by individuals seeking to validate their knowledge, skills and abilities relating to the Microsoft Office applications.

Microsoft Office Specialist (MOS) continues as a globally recognized, standards-based certification program—the premier credential chosen by individuals seeking to validate their knowledge, skills, and abilities relating to the Microsoft Office application suite. The credential enables individuals who attain it to tap the full features and functionality of the Microsoft Office system, resulting in heightened levels of individual performance, confidence, and differentiation.

Microsoft Office 2010 Specialist, Expert or Master certification

Specialist	Expert	Master
 <p>Microsoft Office <u>Specialist</u> (Core)</p> <p>The Microsoft Office Specialist core certification validates skills with the Microsoft Office 2010 suite. Candidates can achieve the core MOS 2010 credential by passing any one of the following exams:</p>	 <p>Microsoft Office <u>Expert</u></p> <p>Microsoft Office Expert certification validates advance skills in specific Microsoft Office applications. Gaining the Expert credential requires that a candidate pass either of the following exams:</p>	 <p>Microsoft Office <u>Master</u></p> <p>The Microsoft Office Master certification denotes fluency in several important Microsoft Office applications. To achieve this highest designation, a candidate must pass THREE required exams and ONE elective exam:</p>
<p>Choose one:</p> <ul style="list-style-type: none"> Word 2010 Excel® 2010 PowerPoint® 2010 Access® 2010 Outlook® 2010 SharePoint® 2010 OneNote® 2010 	<p>Choose one:</p> <ul style="list-style-type: none"> Word 2010 Expert Excel® 2010 Expert 	<p>Required:</p> <ul style="list-style-type: none"> Word 2010 Expert Excel® 2010 Expert PowerPoint® 2010 <p>Elective:</p> <ul style="list-style-type: none"> Access® 2010 —or— Outlook® 2010



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Taking your exams at Sutherland Training

Benefits

- It distinguishes you as a truly knowledgeable user of Microsoft Office programs
- It certifies your current knowledge and improves job prospects and promotion
- It give you confidence with you own skills and helps improve your efficiency and productivity in the workplace

How do you certify?

1. Select the appropriate level and examination that you wish to undertake
2. Make sure that you have attended the appropriate course at Sutherland Training or revised your topics well. Please contact us for advice on this.
3. Book your MOS examination by phoning or emailing Sutherland.

How much does it cost?

1 exam	-	\$125.00
2 exams	-	\$115 each
3-5 exams	-	\$110 each
More than 5 exams	-	\$100 each

Exam duration

The exams usually take 45 minutes and you can schedule on times and days to suit between 9 am and 4pm. Call through beforehand and book in advance to confirm there is a space available.

Contact information:

Location: 27 Evans Street, Maroochydore, 4558

Phone: 5451 1737

Email: info@sutherlandtraining.com.au

Web: www.sutherlandcomputers.com.au