



# Microsoft Office Specialist

## Microsoft Certified Application Specialist (Office 2007)

### Certification Examinations



### Montgomery County Public Schools (MCPS) Exam Sites

James Hubert Blake HS Office 2007	Col. Zadok Magruder HS Office 2003	Montgomery Blair HS Office 2007
<b>300 Norwood Road</b> <b>Silver Spring, MD 20905</b> <b>Room A103</b> <b>Contact: Robert Peters</b> <b>(301) 879-1347</b> <b>Robert_A_Peters@mcpsmd.org</b>	<b>5939 Muncaster Mill Road</b> <b>Rockville, MD 20855</b> <b>Room B223</b> <b>Contact: Usha Bhandari</b> <b>(301) 840-4639</b> <b>Usha_Bhandari@mcpsmd.org</b>	<b>51 University Blvd.</b> <b>Silver Spring, MD 20901</b> <b>Room 220</b> <b>Contact: Bertina H. Williams</b> <b>(301) 649-2875</b> <b>Bertina_H_Williams @</b> <b>mcpsmd.org</b>
Thursday, January 8  Thursday, March 26  Thursday, May 21	Tuesday, January 6  Friday, March 20  Friday, May 15	Thursday, January 8  Tuesday, March 17  Tuesday, May 26

Microsoft Office Specialist (MOS) and Microsoft Certified Application Specialist (MCAS) certification, a globally-recognized program, provides a standardized measure for proficiency in software application skills. MCPS is providing Microsoft Office exam sites in several locations so that students and staff have the opportunity to receive an international certification that ensures an exceptional ability to use Microsoft Office products. MCPS students who complete *Software Applications by Design* and/or *Advanced Software Applications by Design* are being prepared to pass the Microsoft Office exams.

Most 21<sup>st</sup> century professions will require the use of technology-related skills. The MOS certification program helps to meet the demand for these qualified and knowledgeable people. Microsoft Office XP/2003/2007 core exams are available for *Word*, *Excel*, *Access*, and *PowerPoint*. Expert exams are available for *Word* and *Excel* only. The MOS exams are 50-minute performance assessments completed at a computer. Anyone who passes a MOS exam is then certified as a proficient or expert user of Microsoft Office products.

**All MCPS students  
and employees only  
\$100 per exam  
w/one retake**



**All non-MCPS  
individuals  
\$120 per exam  
w/one retake**

**If you are interested in taking a MOS/MCAS exam, please:**

- 1) Call or e-mail the contact person for the school where you want to take the exam(s) to register for a 2:30 p.m. or 3:30 p.m. exam time. Confirmation will be provided regarding your registration. Notification will be sent if an exam session is cancelled due to under-enrollment. Bring cash or check (made to MCPS) as payment for the MOS/MCAS exam.
- 2) Call Sandra L. Navidi, Coordinator, Business Management and Information Technologies, at (240) 632-6938 or (240) 6942 if you have any additional questions about the MCPS MOS exams.