



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
300 Norwood Road Silver Spring, MD 20905 Room A103 Contact: Robert Peters (301) 879-1347 Robert_A_Peters@mcpsmd.org	5939 Muncaster Mill Road Rockville, MD 20855 Room B223 Contact: Kim Harris (301) 840-4639 Kim_Harris@mcpsmd.org	51 University Blvd. Silver Spring, MD 20901 Room 220 Contact: Bertina H. Williams (301) 649-2875 Bertina_H_Williams @ mcpsmd.org
Thursday, October 8 Thursday, January 14 Thursday, May 20	Wednesday, January 6 Thursday, March 18 Thursday, April 15	Thursday, January 7 Tuesday, March 16 Tuesday, May 18

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 21st 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 55-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) 632-6942 if you have any additional questions about the MCPS MOS exams.