

# MOS Certification Testing at Montgomery CC

## EARN FREE CERTIFICATION!

You are eligible for free Microsoft Office Specialist (MOS) certification testing because you are a CURRENTLY ENROLLED student or a CURRENT full time or part time employee at MCC.

## WHAT IS MOS CERTIFICATION?

MOS certification exams are hands-on tests designed to test your proficiency in the various Office applications. You are given 50 minutes to complete the tasks. There are two levels of tests for Word and Excel. The standard "core" test objectives are covered in OST 136: Word Processing and CTS 130: Spreadsheet. There are also Expert level tests available for Word and Excel. There is only a standard "core" level test for Access and PowerPoint. Objectives for Access are covered in DBA 110: Database Concepts. Objectives for PowerPoint are covered in CTS 125: Presentation Graphics. However, you do NOT have to complete those courses to sign up for the exams. Go for it! Become an MOS Master. According to Certiport, less than 1% of those achieving MOS actually earn MOS Master. Why not get it, since you have the opportunity to do so for FREE? Make your résumé sparkle!

Familiarize yourself with all [objectives for desired exams \(opens in a new window\)](#).

## WHAT ARE THE BENEFITS OF MOS CERTIFICATION?

Have you ever viewed a position vacancy announcement with a requirement of "must be proficient in Word and Excel" or "must have a working knowledge of Access"? You can PROVE your proficiency by passing MOS certification exams. Give yourself a competitive advantage! Ask your instructor what benefits are available for your specific course. Some instructors may offer extra credit; others may exempt you from the final exam if you pass the MOS test. Other instructors are using MOS as the final exam in their courses. I was able to secure a job that paid \$13,000 more annually because of my Office XP Master certification many years ago. The other applicants didn't have that, so it gave me a competitive advantage. Working with MS Office was a large part of that job.

Earn [badges for your resume \(opens in a new window\)](#).

## HOW DO I GET STARTED?

Do NOT miss out on this exciting opportunity! These tests are available at no cost to you because you are enrolled (or employed) at MCC. Just follow the instructions in this document. If you have questions, please contact Marsha Mabry, Information Technology Department Chair, through your MCC email account.

## GET CERTIPOINT ACCOUNT

Please visit the [certiport.com](http://certiport.com) website to register for a Certiport account **\*\*\*BEFORE\*\*\*** coming to your first testing session. Please use an email address that you check frequently. You do not have to use your MCC email address. Do not lose your username and password. We will NOT have time to reset passwords on test day. Verify that your user name and password are working correctly the night before your testing session by logging in at [certiport.com](http://certiport.com). If you can successfully log in to the Certiport site, you will be able to log in to the testing console.

## NEW TESTING ENGINE

The MOS 2016 testing environment has been completely redesigned. It's very project based. You perform tasks on various files unlike the 2013 tests that required you to complete everything on a single file.

Check out the [Certiport MOS 2016 video on YouTube \(opens in a new window\)](#).

## SIGN UP INSTRUCTIONS

Visit the [MCC sign up page \(opens in a new window\)](#) to sign up for MOS certification testing. Please sign up for a time for each test you plan to complete. I recommend testing as early as possible to allow time to sign up for a retake if necessary. Retakes are also free. All time slots are awarded on a first-come, first-serve basis. RETAKE POLICY: You must wait 24 HOURS before retaking the exam if you fail the first time. If you fail the second time, you must wait 48 HOURS before retaking the exam. Subsequent failures will also result in a 48 HOUR waiting period.

Click the checkbox beside of Sign Up on the day you wish to test. Some days have more than one time slot. Click the "Submit and Sign Up" button at the bottom of the screen. For the COURSE & SECTION box (shown below), enter YOUR course number and section (e.g., OST-136-W18A, DBA-110-W1, CTS-125-01, etc.). The proctors need your course and section number. If you are NOT currently enrolled in a Word, Excel, PowerPoint, or Access course, just enter MCC\_MISC for the CLASS. If you plan to come in for IC3, MTA, or QBCU, just enter that certification for the class (e.g., IC3).

If necessary, click beside of "I do not have a SignUpGenius account". (It is NOT necessary to create a SignUpGenius account.) Enter your first and last name and your MCC email address. Click the "Sign Up Now" button at the bottom.

## WHAT TO BRING TO THE TESTING CENTER

Please arrive for your scheduled time approximately FIVE minutes early. We will start promptly. You **\*\*\*MUST\*\*\*** bring a photo ID such as your MCC Student ID card or driver's license with you. You

will NOT be permitted to take the test if you show up without proper ID. If you no longer have your MCC Student ID card, please go to the library to get a new card. Cell phones, books, notes, etc. are not permitted in the testing lab.

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## REVIEW RESOURCES

Review videos are available for Word, Excel, Access, and PowerPoint on the [3mit1 YouTube channel \(opens in a new window\)](#). Download the [zip file containing data files and quick references](#) for the YouTube videos if desired. Various other review videos are available on this [handout \(opens in a new window\)](#).

Please check the MCC Library for MOS study guides and other helpful Microsoft Office books. Search the [card catalog \(opens in a new window\)](#) with key words such as *MOS* or *Microsoft Office*.