



Credential Tip Sheet: Microsoft Office Specialist (MOS) Excel, Excel Expert

Career Cluster: Business, Management, & Administration (BMA)
CIP Code: 52.0299
CIP Program Name: Business Administration, Management & Operations
Credentialing Agency: Certiport
Industry-recognized credential: MOS Excel, and/or MOS Excel Expert

What are the content areas covered by the credential?

The Microsoft Office Specialist Excel (MOS Excel) exam and the MOS Excel Expert exam covers BMA competencies in the areas of Information Technology, Career Readiness and Professionalism, and Communications. Teachers can learn more about MOS certification, training materials, and practice exams by viewing information on the [Certiport MOS Excel Certification](#) webpage.



Credential Qualifications or Pre-requisites

There are no qualifications or pre-requisites to take this exam.

Exam Information

The MOS Excel exam is a proctored online exam that is a performance-based format. The 50-minute exam has 35 questions. Those earning the certification demonstrate competency in the fundamentals of creating and managing worksheets and workbooks, creating cells and ranges, creating tables, applying formulas and functions, and creating charts and objects. Exam project examples include professional-looking budgets, financial statements, team performance charts, sales invoices, and data-entry logs.

The MOS Excel Expert exam is a proctored online exam that is a performance-based format. The 50-minute exam has 25 questions. The exam covers the ability to customize Excel environments to meet project needs and to enhance productivity. Expert exam project examples include custom business templates, multiple-axis financial charts, amortization tables, and inventory schedules.

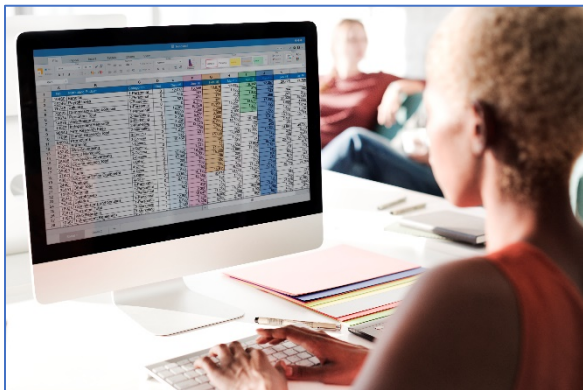
Exam results are generated immediately upon completion and presented to the student on screen. The testing site administrator will have access to the exam report and printable certificate on the [Certiport Administrator](#) website. To become a [Certiport Authorized Testing Center](#) review the information at the link provided.

Who is eligible for the credential?

Student concentrators in state-approved CTE programs who have completed at least two Perkins Course Competencies (PCC) with a 2.0 or better and have completed the qualifications and instruction required by the credentialing body may take the credential exam.

A PCC is a specific set of related CTE competencies based on standards from one CIP code that are grouped together. For Perkins V reporting, standardized courses will be termed "PCCs." (Source: [Perkins V FINAL Definitions: Course, Participant, Concentrator, Completer](#) memo)

Credentials earned may be recorded for students in the Career and Technical Education Information System (CTEIS) through August 31st of the student's graduation year. Step-by-step instructions on how to enter credentials in CTEIS can be found here: [Manage Credentials Guide](#).



Contact Information

Credential and Testing Information

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CTE Program Questions

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Michigan CTE Assessment Policies

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