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

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

What are the content areas covered by the credential?

The Microsoft Office Specialist Word (MOS Word) exam and the MOS Word 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 Word Certification webpage.

Credential Qualifications or Pre-requisites

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

Exam Information

The MOS-Word Exam is a proctored online test that is a performance-based format. The exam has 35 questions and a 50-minute time limit. Those earning the certification demonstrate competency in the correct application of the principle features of Word by creating and editing documents for a variety of purposes and situations. The exam covers the ability to create and maintain professional-looking reports, multicolumn newsletters, résumés, and business correspondence.

The MOS Word Expert Exam has 25 questions and a 50-minute time limit. The exam covers the ability to customize Word environments to meet project needs, and to enhance productivity. Examples of expert-level documents include a business plan, a research paper, a book, a specialized brochure, and a mass mailing.

Exam results are generated immediately upon completion and presented to the student. 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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