

INTRODUCTORY COMPUTER COURSES: (MOS) MICROSOFT OFFICE SPECIALIST



Microsoft Office Specialist (MOS) certification is the leading IT certification in the world. More than 1 million MOS exams are taken every year in over 140 countries. Learners will be able to demonstrate the knowledge, skills, and abilities to productively use Microsoft Office. MOS enables you to tap into the full features and functionality of the Microsoft Office system, resulting in heightened levels of individual performance, confidence, and differentiation.

Entrance Requirements

Before becoming a certified Microsoft Office Specialist (MOS), individuals must have basic computer skills.

Course Duration

Based on contact hours as determined by the accreditation body and based on HC Varsity course progression structure and schedule:

- Full Time - approximately 3 months
- Part Time - approximately 6 months
- Distance Learning - approximately 6 months

Course Content

This programme comprises of the following compulsory modules and can be taken collectively or individually:

- Microsoft Word 2010
- Microsoft Excel 2010
- Microsoft PowerPoint 2010
- Microsoft Access 2010
- Microsoft Outlook 2010

Assessments

This course is assessed by Certiport through HC Varsity which is an accredited testing centre. HC Varsity can also offer practice tests to prepare the learner for the final exam.

Certification

On successful completion of this course, an individual will become a certified Microsoft Office Specialist (MOS).

Employment Opportunities

A Microsoft Certification is an industry standard that is recognised worldwide and can help open doors to potential job opportunities.

Further Studies

Further your studies with CompTIA A+, Further Education and Training Certificate: Information Technology: Technical Support NQF 4 or the Microsoft MTA qualifications.