

# Excel Specialist Certifications

Certifications provide employers proof of your Excel proficiency, and can be a major advantage for students seeking entry-level employment and internships in a wide array of fields. Business Statistics students have the option of becoming certified as a “Microsoft Office Specialist” in Excel. In the normal course of class work, students learn the Excel skills required to become a certified “specialist”. Optional on-line practice tests prepare students for the certification exam, while earning course credit that can boost their grade. After-school workshops will provide the additional skills necessary to attain the “expert” designation. The certification test costs \$85. Practice materials are provided to all students at no cost whether or not they choose to take the test. Check the following links for answers to commonly asked questions related to the certification process.

What is a Microsoft Office Specialist (MOS) Certification?

<https://www.certiport.com/Portal/desktopdefault.aspx?page=common/pagelibrary/MOS-whatls.html>

How could certification benefit me in the future?

<https://www.certiport.com/Portal/desktopdefault.aspx?page=common/pagelibrary/MOS-benefits.html>

Besides class, where would I find on-line resources to learn some these Excel skills?

<http://office.microsoft.com/en-us/excel-help/training-courses-for-excel-2010-HA104039038.aspx>

What is Certiprep?

[https://www.certiport.com/Portal/desktopdefault.aspx?page=common/pagelibrary/certiprep\\_home.html](https://www.certiport.com/Portal/desktopdefault.aspx?page=common/pagelibrary/certiprep_home.html)

What job opportunities are available for those who have strong Excel skills?

[http://www.careerbuilder.com/Jobseeker/Jobs/JobResults.aspx?IPath=QH&qb=1&s\\_rawwords=Excel&s\\_freeloc=&s\\_jobtypes=ALL](http://www.careerbuilder.com/Jobseeker/Jobs/JobResults.aspx?IPath=QH&qb=1&s_rawwords=Excel&s_freeloc=&s_jobtypes=ALL)