



# CMPT 1155: Microsoft Office Specialist (MOS) Certification Exam

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## EFFECTIVE DATE

September 2020

## DEPARTMENT

Computers - City Centre

## DESCRIPTION

Get certified in your Microsoft Office skills. With this globally-recognized industry certification, you can validate your Office application skills and distinguish yourself from others in a hiring environment. Measuring your skills in these standardized test will help you identify your strong points and the areas for improvement. It will also add credibility to your resume and open doors for potential job opportunities. This exam is available to anyone who wishes to get certified in any of the following Microsoft Office/Office 365 products: Word, Excel, PowerPoint, Access, Outlook, SharePoint, OneNote

Please note: One exam voucher may be used for any one of the Microsoft Office Specialist (MOS) certification exams. VCC Downtown campus is a Certiport Authorized Testing Centre. Certification exams are currently being administered remotely, on a continuous basis. To learn more about this process, please visit <https://certiport.pearsonvue.com/Educator-resources/Exams-from-Home/Test-Candidate>

For further information, or to schedule an exam, please e-mail [technology@vcc.ca](mailto:technology@vcc.ca) with your preferred exam dates at least one week in advance.

## CREDITS

0.0

## YEAR OF STUDY

N/A

## PREREQUISITES

None

## COREQUISITES

None

## COURSE LEARNING OUTCOMES

Upon successful completion of this course, students will be able to:

- Earn Microsoft Office Specialist (MOS) certification in a specific Office program.

## **PRIOR LEARNING ASSESSMENT & RECOGNITION (PLAR)**

None

## **HOURS**

Lecture:

Self-paced: 2

Other: 2

## **INSTRUCTIONAL STRATEGIES**

### **GRADING SYSTEM**

Satisfactory/Unsatisfactory

### **PASSING GRADE**

'S' based on passing the MOS certification exam

## **EVALUATION PLAN**

None

## **COURSE TOPICS**

- Microsoft Office Specialist Certification Exam

## **LEARNING RESOURCES**

None

Notes:

- Course contents and descriptions, offerings and schedules are subject to change without notice.
- Students are required to follow all College policies including ones that govern their educational experience at VCC. Policies are available on

the VCC website at:

<https://www.vcc.ca/about/governance--policies/policies/>.

- To find out how this course transfers, visit the BC Transfer Guide at <https://www.bctransferguide.ca>.

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**Broadway campus**

1155 East Broadway  
Vancouver, B.C. Canada  
V5T 4V5

**Downtown campus**

250 West Pender Street  
Vancouver, B.C. Canada  
V6B 1S9

**Annacis Island campus**

1608 Cliveden Avenue  
Delta, B.C. Canada  
V3M 6P1

604.871.7000

**VCC.ca**

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