

# Stand out and be seen.

**CERTIPORT**  
A PEARSON VUE BUSINESS

**Microsoft**  
Office Specialist

## THE VALUE OF CERTIFICATION

### Certification gives you the tools to build a brighter future.

- Achieve industry-recognized certification
- **Prove you have the skills** employers are looking for
- Boost your workforce **resume**
- Gain valuable **experience** and **confidence**
- Enhance your **higher education prospects**
- Prepare yourself for a **successful future**



Certiport Approved curriculum and practice tests available in multiple formats and languages

Academic licensing and pricing solutions for institutions, districts, and educational ministries

### MEASURABLE RESULTS \*

Performance Indicator	Without Certification	With Certification
Average GPA (4.0 scale)	2.72	3.09
12th Graders Earning Standard Diploma	83.9%	97.2%
At Least One Accelerated Course	31.3%	48.7%
Graduates Employed or Enrolled in Postsecondary Education	81.5%	84.2%
Chronically Absent	17.3%	9.0%
At Least One Disciplinary Action	15.2%	6.4%
Dropout Rate	1.2%	0.1%

\*Florida cape academy performance report, grades 9–12, 2015–2016  
<http://www.fldoe.org/core/fileparse.php/9904/urlt/1516capepr.pdf>



### Academic

- “**Value Added**” education
- Lower **drop-out rate**
- Increased **graduation rate**
- Improved access to **funding opportunities**
- Improved average **GPA**
- **Increased** post-secondary enrollment
- Improvements in **student confidence**

### Workforce

- **72%** of education institutions believe recent graduates are ready for work, but only **42%** of employers agree.
- Staffing agencies report candidates with certifications are:
  - Twice as likely to be **placed**
  - **50%** more likely to be hired FT
  - Average 10-15% **higher wage**
- **85%** of supervisors report:
  - **More productive** employees
  - Require **less supervision**
- **93%** become **valuable** team resource
- **89%** are **more satisfied** at work
  - **Keeping/staying** with their jobs

## Microsoft Stamp of Approval

Certiport is the sole provider of Microsoft Office Specialist certification exams officially endorsed by Microsoft.

### Specialist Series

The Microsoft Office Specialist core certification validates skills with the Microsoft Office suite. Exams are available on these Microsoft Office products: Word, Excel, PowerPoint, Outlook, Access, SharePoint and OneNote.

### Expert Series

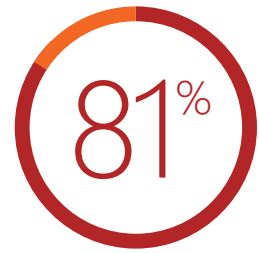
Microsoft Office Specialist Expert certification validates advanced skills in a specific Microsoft Office application. Gaining the Expert credential requires passing one or both of these exams: Word Expert or Excel Expert.

### Master Series

More than a single certification, the Microsoft Office Specialist Master certification demonstrates an individual's overall comprehension and deep expertise of Microsoft Office programs. Earning this distinguished credential requires a combo of four exams from: Word Expert, Excel Expert, PowerPoint and Access or Outlook.



**91% of hiring managers consider employee certification as a criterion for hiring**<sup>1</sup>



**81% of hiring managers feel that certified individuals perform better**<sup>1</sup>



**79% of hiring managers feel that certified individuals are more efficient**<sup>1</sup>



**50% of individuals believe obtaining a certification makes them more marketable**<sup>2</sup>

1. MCP Program Satisfaction Study 2010    2. Intrepid Survey

## SKILLS REQUIREMENT FOR TOMORROW'S BEST JOBS

IDC RESEARCH, OCTOBER 2013

