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Educational and training experiences offered through company training programs or through professional institutions may be reviewed for transfer credit.
Official certificates or original records (as noted below) must be submitted to verify the credential earned.

	The following current industry certification	=	WITC Administrative Professional Course	Contact to Verify Validity of Certification
Microsoft Office Specialist	<i>2016 Microsoft Office Specialist (MOS) – SPECIALIST Level Certifications. Individuals become Specialist certified by completing and passing <u>one</u> of Microsoft’s office technologies. Individuals could receive multiple certifications in this area.</i>			
	Certiport MOS 2016 Certification: Word	=	10103146 MS Word A    	Certiport 2016 Microsoft Office Specialist (MOS) Specialist Certification: http://www.certiport.com/portal/desktopdefault.aspx?page=common/pagelibrary/mos2016/mos-2016/certification-overview.html
	Certiport MOS 2016 Certification: Excel	=	10103151 MS Excel A    	
	Certiport MOS 2016 Certification: Powerpoint	=	10103106 MS PowerPoint   	
	Certiport MOS 2016 Certification: Outlook	=	10103125 MS Outlook    	
	Certiport MOS 2016 Certification: Access	=	10103162 MS Access A   	
Microsoft Office Specialist Expert	<i>2016 Microsoft Office Specialist (MOS) – EXPERT Level Certification. Individuals become Expert certified by completing and passing the exams in Word and Excel.</i>			
	Certiport MOS 2016 Certification: Word AND Certiport MOS 2016 Certification: Excel	=	10103146 MS Word A    	Certiport 2016 Microsoft Office Specialist (MOS) Expert Certification: http://www.certiport.com/portal/desktopdefault.aspx?page=common/pagelibrary/mos2016/mos-2016/certification-overview.html
		=	10103147 MS Word B     (Coreq: 10103146 MS Word A)	
		=	10103151 MS Excel A    	
=		10103152 MS Excel B   (Coreq: 10103151 MS Excel A)		

Microsoft Office Specialist Master	2016 Microsoft Office Specialist (MOS) – MASTER Level Certification. Individuals become master certified by completing and passing one of the following technologies (Powerpoint, Access or Outlook) AND the two Expert Exams			
	Certiport MOS 2016 Certification: Powerpoint OR Certiport MOS 2016 Certification: Outlook OR Certiport MOS 2016 Certification: Access	= = =	10103106 MS PowerPoint    OR 10103125 MS Outlook     OR 10103162 MS Access A   	Certiport 2016 Microsoft Office Specialist (MOS) Certification: http://www.certiport.com/portal/desktopdefault.aspx?page=common/pagelibrary/mos2016/mos-2016/certification-overview.html
	Certiport MOS 2016 Certification: Word Expert	=	10103146 MS Word A     10103147 MS Word B     (Coreq: 10103146 MS Word A)	
	Certiport MOS 2016 Certification: Excel Expert	=	10103151 MS Excel A     10103152 MS Excel B   (Coreq: 10103151 MS Excel A)	

**No expiration on MOS certifications

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Instruct/INSTDATA/Business /Admin Professional/Admin Professional Certiport Crosswalk