

What can I do after this course?

Following the completion of this globally recognised course, you could progress onto the Microsoft Office Expert Qualifications.

It can also be used as progression for the Microsoft Certified Professional (MCP) qualifications.

For further information contact:

Mr R Potts
01246 412372
rpotts@dhfs.uk



CORE ICT Microsoft Office Specialist Qualifications (MOS)



DRONFIELD HENRY FANSHAWE SCHOOL

Established 1579

Green Lane
Dronfield
Derbyshire
S18 2FZ

www.DHFS.uk

@DHFSupdate
@DHFS_careers
@DHFSComputing



DRONFIELD
HENRY FANSHAWE
SCHOOL

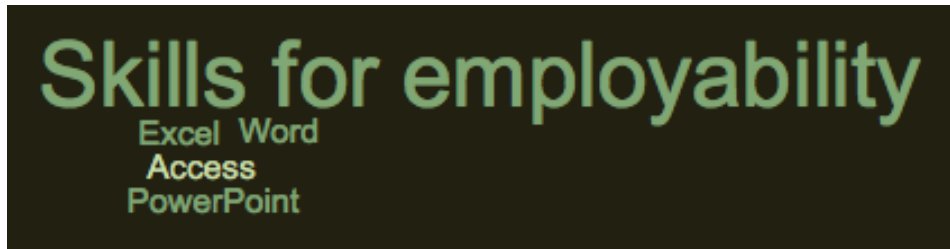
Established 1579



Subject Guide Key Stage 4

CORE ICT Microsoft Office Specialist Qualifications (MOS)

Course starting September 2025



Success with care.

How will I be assessed?

Assessment takes place on-line at a computer under controlled conditions. The on-line tests take the form of a task-based computer simulation.

You will be required to work through a series of specific scenarios and perform the task outlined within an allocated time (usually 50 minutes).

You will receive a certificate from Microsoft for each Office Specialist exam that you pass. If you pass one or more exam, you become a qualified Microsoft Office Specialist.

Students who complete all three qualifications may then move onto the Office Master qualifications.

These qualifications are highly regarded by employers and universities.

What will I learn?

Continuing from work started in Year 9, you will work towards the Microsoft Office Specialist Certification during Key Stage 4 lessons. This valuable qualification recognises the computing skills needed to use the full features and functionality of the Microsoft Office system. The Microsoft Office Specialist qualification is an industry standard and a globally recognised qualification. This qualification will improve your productivity and demonstrate your computing skills in a competitive job market.

The qualifications available in Microsoft Office 365 are:

- Excel
- PowerPoint
- Word

Each is a qualification in its own right, with each taking 40 guided learning hours.

How is this course delivered?

Students are taught in mixed ability sets in both Year 10 and Year 11.

Classroom based learning and e-learning resources are available to use both in school and at home.