



Getting Microsoft Business Certified

The following three options are available when obtaining a Microsoft Business Certification (MSBC):

- 1) Attend an Instructor Led Training (ILT) course at an approved MSBC Training and Testing Centre.
- 2) Prepare for the MSBC exam using self-paced learning materials.
- 3) Take a Practice Exam and if you do well, book in and take an MSBC exam at a Training and Testing Centre offering 'Walk-In-Testing'.

For more information on the above options and for a complete listing of Training and Testing Centres please visit www.prodigyuk.co.uk or www.prodigy.ie.



Prodigy

I.T. Learning Solution Providers

To find a list of Training and Testing Centres offering **Microsoft® Business Certification** Please visit

www.prodigyuk.co.uk
or
www.prodigy.ie



Are you using Microsoft Office to its full potential?

Prove It. Get a Microsoft® Business Certification



A Microsoft Business Certification is an internationally recognised qualification

89% of Microsoft Office Certified employees do not require additional supervision to perform their duties.*

What is Microsoft Business Certification?

Microsoft Business Certifications (MSBC) are Microsoft's official certifications to validate computer skills using Microsoft Office desktop applications and Windows Vista™.

Microsoft Business Certification is an industry standard and a qualification that is recognised throughout the world.

It provides proof that an individual has the computing skills in Microsoft Office needed to work more productively and efficiently.

What are the benefits of a Microsoft Business Certification?

- 3 of 4 supervisors believe administrative support employees proficient in Microsoft Office Technology play an important role in setting the standards for the organisation's work processes.*
- 40% of supervisors report that Microsoft Business Certified employees are a valuable resource to other employees.*
- 75% of all administrative employees require either moderate or advanced Microsoft Office skills and less than a third of companies test for job-specific computer capabilities. A full quarter of "bad hires" fail on the job because of inadequate computer or administrative skills. "Bad-hire" costs are 1-2 times the employee's salary.*
- Digital Transcripts and the brand new Logo Builder allows individuals to share their qualifications in a unique and professional manner.

* IDC White Paper sponsored by Microsoft, Preventing Bad Hires: The value of objective Pre-hire Assessment. November 2006

What Microsoft Business Certifications are available?

The following Microsoft Business Certifications are available for Microsoft Office 2007 and Windows Vista*:



- Using Microsoft® Office Word 2007
- Using Microsoft® Office Excel 2007
- Using Microsoft® Office PowerPoint 2007
- Using Microsoft® Office Outlook 2007
- Using Microsoft® Office Access 2007
- Windows Vista™ for the Business Worker

* The Microsoft Business Certification for Office 2007 and Windows Vista is 'Microsoft® Certified Application Specialist (MCAS).

The following Microsoft Business Certifications are available for Microsoft Office 2003**:



- Microsoft® Word 2003 Core
- Microsoft® Word 2003 Expert
- Microsoft® Excel 2003 Core
- Microsoft® Excel 2003 Expert
- Microsoft® PowerPoint 2003
- Microsoft® Outlook 2003
- Microsoft® Access 2003

**The Microsoft Business Certification for Office 2003 is 'Microsoft® Office Specialist (MOS).