

# Computing, Games and IT

## Microsoft Office Specialist Outlook Certification

### In Brief

#### Start Date / Duration

This course will run again in the 2021/22 academic year. Date to be confirmed. You will need to complete approximately 90 hours of training whilst gaining practical experience with the software. This can be done at your own pace.

#### Entry Requirements

You will have at least six months of experience using all aspects of the application on a regular basis.

#### You will achieve

You will achieve a Microsoft Office Specialist (MOS) qualification in Outlook, a Microsoft Certification ID and a printed certificate.

### Course Overview

Demonstrate that you have the skills needed to get the most out of the Microsoft Outlook software program by earning a Microsoft Office Specialist (MOS) certification for the application.

The Microsoft Office Specialist (MOS) certification program has been designed to validate your knowledge of and ability to use, programs in the Microsoft Office 2013 suite (Excel, Word, Outlook, PowerPoint and Access); Microsoft Office 365 and Microsoft SharePoint.

This course is designed to guide you in studying the types of tasks you are likely to be required to demonstrate in Microsoft Outlook. As a certification candidate you probably have a lot of experience with the program. Many of the procedures described in the workbook will be familiar to you whilst others might not be.

### Course Content

This Microsoft Office Specialist (MOS) certification program is designed for experienced computer users seeking Microsoft Office Specialist certification in Outlook.

You will learn the fundamental features of Outlook including how manage the Outlook environment, managing messages, creating contact groups, schedules including appointment, calendars, meetings and events. Training is done live within the Outlook application in order to confirm that you can demonstrate the ability to complete a realistic Outlook project.

## How will I be assessed?

Once you are ready to complete the course, you will need to sit an exam at Barnsley College (or any other Microsoft registered exam centre).

MOS exams for individual programs are practical rather than theoretical. You must demonstrate that you can complete certain tasks or projects rather than simply answering questions about program features.

## What Equipment Will I Need?

You will need the use of a computer or laptop installed with Microsoft Outlook software

## Where will I study?

You will study at home in your own time.

## What can I do next?

You can select another Microsoft Office Specialism (MOS) Certification or study a full-time Digital course or Higher Level Apprenticeship.

## How much does the course cost?

Exam fee is typically priced at £50-£100 per exam, full fee payable.

## Extra information

### Full Fee Payable

If the course is listed as full fee payable, you will have to pay for the course.

## Contact the Information Unit

For further information please contact our friendly Information Team on +44 (0)1226 216 123 or email [info@barnsley.ac.uk](mailto:info@barnsley.ac.uk) [<mailto:info@barnsley.ac.uk>]

## Disclaimer

Please note we reserve the right to change details without notice. We apologise for any inconvenience this may cause.

**Last updated:** 10th February 2021

### Want to apply?

Visit <https://www.barnsley.ac.uk/apply> to get started

Call us on **01226 216 123**

