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## **MEMORANDUM**

**TO:** District Career and Technical Education Directors

**FROM:** Henry Mack, Chancellor of Career and Adult Education 

**DATE:** June 29, 2020

**SUBJECT: Microsoft Office Specialist Certifications and Digital Tool Certificates**

The 2020-21 CAPE Industry Certification Funding List has several updates pertaining to Microsoft Office Specialist credentials:

- The 2020-21 school year is the last year that the Microsoft Office Specialist (MOS) Bundle Certification (MICRO069) may be offered. It has been earmarked for deletion on June 30, 2021.
- The exam version requirement for MICRO069 is Office 2016 or later.
- The required version for the Microsoft Office Specialist: Microsoft Office 2016 Master Specialist (MICRO017) certification is **Office 2016 only**.
- Digital Tool Certificates now include Microsoft Office Specialist exams in Excel (MICRO801), Word (MICRO802) and PowerPoint (MICRO803). Available versions for these exams are 2016 or later.

The following applies:

- MICRO069 requires three of the following six exams: Access, Excel, Outlook, PowerPoint, SharePoint, and Word. **No other exams may be used to meet the requirements for this certification.**
- MICRO017 requires a total of four exams:
  - 77-726: Word 2016 Expert: Creating Documents for Effective Communication
  - 77-728: Excel 2016 Expert: Interpreting Data for Insights
  - 77-729: PowerPoint 2016: Core Presentation Design and Delivery Skills

And one of the following elective exams:

- 77-730: Access 2016: Core Database Management, Manipulation, and Query Skills
- 77-731: Outlook 2016: Core Communication, Collaboration and Email Skills
- **Exams may not be used to satisfy the requirements for more than one industry certification or certificate.**

If you have any questions, please contact Kathryn Wheeler at [industrycertification@fldoe.org](mailto:industrycertification@fldoe.org) or 850.245.9030.

HM/kw