

Microsoft Office Specialist (MOS) and Microsoft Technology Associate (MTA) exams mapped to Career Clusters®

Helping students achieve industry recognized skills and certification on the latest technology.

Microsoft believes that technology skills are essential to the prosperity of both individuals and nations. These skills contribute to economic growth through increased productivity and by creating greater capacity to adopt new technologies, ways of working, and new sources of innovation.

More than

50%

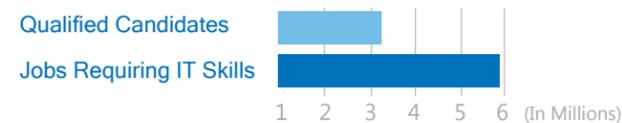
of today's jobs require some degree of technology skills

Experts say that this percentage will increase to

70%

in the next decade.²

IT SKILLS REQUIRED IN 2020



CAREER CLUSTERS	MOS (Application Skills)							MTA (Fundamental IT Skills)							
	Word	Excel	PowerPoint	Outlook	Access	SharePoint	OneNote	Windows OS	Server Adm	Networking	Security	Database	Software Dev	.NET	HTML5
Agriculture, Food & Natural Resources	✓	✓	✓		✓	✓		✓	✓	✓	✓	✓	✓	✓	✓
Architecture & Construction	✓	✓	✓		✓	✓		✓				✓			
Arts, A/V Tech & Communications	✓	✓	✓	✓		✓		✓	✓	✓	✓	✓	✓		✓
Business Management & Administration	● ✓	● ✓	✓	✓	✓	✓	✓			✓	✓	✓			
Education & Training	● ✓	● ✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Finance	✓	● ✓	✓	✓	✓					✓	✓	✓			
Government & Public Administration	✓	✓	✓	✓	✓	✓		✓	✓	✓	✓	✓	✓	✓	✓
Health Science	✓	✓	✓	✓	✓			✓	✓	✓	✓	✓	✓		✓
Hospitality & Tourism	✓	✓	✓	✓		✓									
Human Services	✓	✓	✓	✓		✓	✓								
Information Technology	✓	✓	✓	✓	✓	✓		✓	✓	✓	✓	✓	✓	✓	✓
Law, Public Safety, Corrections	● ✓	✓		✓	✓	✓		✓	✓		✓	✓	✓		
Manufacturing	✓	✓		✓	✓	✓		✓	✓	✓	✓	✓	✓	✓	✓
Marketing	✓	✓	✓	✓		✓			✓	✓	✓	✓	✓		✓
Science, Technology, Engineering & Math	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Transportation, Distribution & Logistics	✓	✓	✓	✓	✓	✓		✓	✓	✓	✓	✓			

● Expert Certificates

¹ www.careertech.org/career-clusters/glance/careerclusters.html | ² IDC, 2011