ALBERS SCHOOL OF BUSINESSES AND ECONOMICS

MOS: Microsoft Office Excel Level I Certification

WHO?

All Albers undergraduate students are required to pass **Excel Level I Certification** in order to progress in your BABA or BAE program. (Requirement is waived with prior Excel Level I Certification)

WHY?

Earning a Microsoft Office Specialist certification can help you differentiate yourself in today's competitive job market and broaden your employment opportunities. Microsoft Office Specialist certification can also lead to increased job satisfaction.

HOW to prepare for the certification exam?

- Online learning material can be found at http://itacademy.microsoftelearning.com
- You can take practice exams using GMetrix SMS 3.0
  GMetrix SMS 3.0 can be found on all computers in computer labs and Lemieux Library

WHEN?

- When you are ready to take the exam, please go to https://www.seattleu.edu/albers/inner.aspx?ekfrm=95457 to make a reservation on the available dates and times.
- Please register with Certiport (see back page for details) prior to the exam.
- Bring your voucher number with you when coming to the exam. Vouchers can be purchased at the SU Bookstore.

EXAM DATES & TIMES

- Fridays, 10:00 a.m. – 11:00 a.m. (10/19, 10/26, 11/2, 11/9, 11/16, 12/07)
- Saturdays, 9:00 a.m. – 10:00 a.m. (10/20, 11/3, 11/10, 11/17, 12/08)
- Saturdays, 11:00 a.m. – 12:00 p.m. (10/20, 11/3, 11/10, 11/17, 12/08)

Note: Space is limited to 10 students for each exam date and time. First come, first serve.

WHERE?

- **Pigott 328 Computer Lab**

Important Deadlines:

- Freshmen are required to pass the certification exam before completing 45 credits.
- Transfers are required to pass the certification exam by the end of their first quarter at Seattle University.

NOTE: You have to pass the exam in order to register for the following quarter.

If you have any questions please email albersexcel@seattleu.edu

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MOS: Microsoft Office Excel Online Training and Certiport Registration

IT Academy

- Website for training: http://itacademy.microsoftelearning.com/
- You will need your IT Academy access code to enter this site. You can obtain the access code by emailing albersexcel@seattleu.edu.
- Enter access code and click 'Access Site'.
- You will be required to sign-up for a Windows Live ID if you do not already have one.
- After registration, click on 'My Learning' (upper left-hand corner) to access your E-Learning courses.
- Make sure to use only Microsoft Internet Explorer (Versions 6.0+).

GMetrix SMS 3.0

- Program can be found on all computers in computer labs and Lemieux Library under Start → Albers Applications.
- You can download GMetrix to your personal computer if you have Office2010 installed
- Please register the first time you enter this program.
- Your access code will be sent to you at the beginning of each quarter.
- After registration, choose the practice exam you'd like to take. Two question pools are available for each test.
- GMetrix also offers online training for the two practice exams.

Note: Practice test has no impact on your real test score.
You can take the practice test as many times as you need.

Certiport Registration

- Website: https://www.certiport.com/portal/Pages/Registration.aspx
- Please register with your SU email account and SU ID number

For Mac Users

- You can access virtual desktop by installing VMWare. Download link: http://vlab.seattleu.edu.
- After installing, you can access the same desktop as you can in computer labs and Lemieux Library.

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