

# CERTIPOINT SINGLE-SUBJECT CERTIFICATION

## What is Certiport?

Certiport certifications are valuable, professional credentials which are globally recognized standards for digital literacy and desktop computing proficiency. Candidates who certify on these programs are much better prepared for success in both the classroom and the workplace. Through an expansive network of Testing Centers around the world, Certiport provides Test Candidates with the credentials they need to succeed.

## How do I get started?

**Enroll:** [www.ccsf.edu/bus/certiport](http://www.ccsf.edu/bus/certiport)

## What is GMetrix?

GMetrix is training and testing software that measures your candidacy for a Certiport proctored exam. GMetrix software is downloadable and free of charge.

**Setup a account:** [www.gmetrix.net](http://www.gmetrix.net)

Certiport exams are proctored by designated instructors. Microsoft Office Specialist (MOS) and Intuit QuickBooks (QBCU) certificate testing is only available at our Certiport authorized testing center located at the Downtown Center, 88 4<sup>th</sup> Street, San Francisco, CA 94013. Students will need to setup a Certiport account at [www.certiport.com](http://www.certiport.com).

**ADVISORY:** Certiport proctored exams in Word, Excel, Power-Point, Access, Outlook, and OneNote (MOS) and Intuit QuickBooks (QBCU) are geared towards students enrolled in computer literacy and Internet courses at City College and not for beginning computer users.

**GMetrix will only work with the installation of Microsoft Office 2013. We anticipate installation of GMetrix software for Microsoft Office 2016 Fall 2016.**

## Learn

Learn how to use Microsoft Office using content-rich materials including textbooks, online eCourseware, and video resources.

## Practice

Practice using interactive exam preparation tools and practice exams.

## Certify

Certify and validate skills taking Certiport performance-based exams.



**Authorized Testing Center**  
Downtown Center  
88 4th Street (at Mission)  
San Francisco, CA 94103