



Important Announcement

Assessment of Hands-on Course “MS Office for Business” (Under the Education & Training Scheme 2025)

October 27, 2025

Under the Education Scheme 2025, the hands-on course “MS Office for Business” will be assessed by the Institute on a quarterly basis. The assessment will cover Microsoft Office 365 applications — Word, Excel, and PowerPoint.

In the previous scheme, this course was conducted through Approved Course Providers (ACPs) without any assessment by the Institute. Students who have already completed or will complete the “MS Office” course under the Education Scheme 2021 through batches registered by ACPs up to **15 November 2025**, will be granted credit and exempted from this assessment.

Key Details

- Students must complete this assessment before commencing training or appearing in the CFAP examinations, whichever occurs earlier.
- Students may choose to self-prepare or enroll in classes offered by any educational institution. The following Microsoft links provide helpful tutorials and learning resources:

<https://support.microsoft.com/en-us/word>

<https://support.microsoft.com/en-us/excel>

<https://support.microsoft.com/en-us/powerpoint>

- The course outline is provided in Directive 1.01, available on the Institute’s website.
- Sample questions will be shared in November 2025.
- The assessment will be conducted through Certiport, a Microsoft Authorized Partner, and administered at Institute-designated centers.
- The schedule and fee details shall be notified in November 2025.
- The result will be declared instantly upon completion of the course, and a copy will be shared via email with both the student and the Institute. The Institute will also upload the results in the student’s login area within 15 days.

For any enquiries regarding the above matter, you may contact examinations@icap.org.pk.