

MCAS, MOS & IC3 Certification

Hear from others about their experience with MCAS Certification:

"Certification lets you get a foot in the door so you
actually have the chance to prove your skills."
David Wenkel,
College Student

"Certified job applicants always get interviewed and
usually get the job."
Chris Menard,
IT Trainer

"I am very proud of my certification. It says 'She
knows what she is doing.'
Kari Riley
Administrative Assistant

From www.certiport.com



Test Preparation

Germanna Community College offers access to the following services to help you prepare for certification:

- ◆ Germanna Workforce noncredit classes on specific Microsoft programs (take Basic and Intermediate classes to prepare for Core exams, and Advanced for Expert Exams)



High Tech Testing Services

Daniel Technology Center
18121 Technology Drive
Culpeper, VA 22701
(540)937-2900

Fredericksburg Area Campus
10000 Germanna Point Drive
Fredericksburg, VA 22408
(540)891-3012

* Research report on Microsoft Certifications:
<http://www.certiport.com/Portal/Common/imageLibrary/>

Center for Workforce & Community Education

Certiport Testing Services



Microsoft Certified
Application
Specialist (MCAS)

Microsoft Office
Specialist (MOS)

Internet and
Computing Core
Certification (IC³)

www.germanna.edu/workforce

In the Business of Education



Germanna Community College

MCAS, MOS & IC³ Certification

Why Get Certified?

Microsoft Certification demonstrates to employers that you have the Microsoft office computer skills necessary to succeed in administrative positions in today's technology advanced offices.

- **71%** of office specialist supervisors use Microsoft Office certification in **hiring, promotion, and advancement** decisions.*

IC³ certification helps you learn and demonstrate Internet and digital literacy through a **worldwide** industry standard. Certification allows you to:

- ◆ Demonstrate that you have the foundational skills necessary for more advanced computer courses and certifications
- ◆ Validate that you have basic computer skills necessary in many jobs.



Did you know?

Microsoft Office tests are “real world.”

Using specialized examination software, test-takers demonstrate their knowledge while running the actual Office programs.

Types of Certification:

MCAS - To earn the Microsoft Certified Application Specialist, you must pass **one or more** certification exams.

MICROSOFT CERTIFIED APPLICATION SPECIALIST :

complete ONE exam per Specialist certification:

- Microsoft Office Access 2007
- Microsoft Office Excel 2007
- Microsoft Office PowerPoint 2007
- Microsoft Office Outlook 2007
- Microsoft Office Word 2007

MOS - To earn the Microsoft Office Specialist certification, you must pass **one or more** certification exams. Certification is offered at three levels:

SPECIALIST CERTIFICATION:

complete ONE exam per Specialist certification:

- Word 2003 **Core**
- Excel 2003 **Core**
- PowerPoint 2003
- Outlook 2003
- Access 2003
- Project 2003

EXPERT CERTIFICATION: complete any ONE of the following exams:

- Word 2003 **Expert**
- Excel 2003 **Expert**

MASTER CERTIFICATION: complete ALL of the following:

- Word 2003 **Expert**
- Excel 2003 **Expert**
- PowerPoint 2003 **Core**

And either:

- Access 2003 **Core OR**
- Outlook 2003 **Core**

IC³ - In order to earn the Internet and Computing Core certification, you must pass ALL three exams:

- ◆ **Computing Fundamentals**—includes computer hardware, software, and operating systems
- ◆ **Key Applications**—includes common program functions like spreadsheets, word processing, and presentations
- ◆ **Living Online**— includes networks, the Internet, e-mail, and the impact of computing and the Internet on Society

MCAS, MOS & IC³
Certification

Registration

Register to take the test and purchase a voucher on the Certiport website www.certiport.com.

Scheduling Test Dates

After registering and purchasing a voucher, call the testing location of your choice to speak to the High Tech Testing Administrator to coordinate a testing date. A \$25 proctoring fee, payable to Germanna, is required for testing through GCC's Certiport Testing Center.

For More Information

The Certiport testing centers at Germanna operate on a part-time basis with limited testing hours. To learn more about our testing centers please visit our Testing Services page online at www.germannna.edu/workforce under Business & Careers. You may also contact Christy Davis at cdavis@germannna.edu or call (540)834-1037 for more information.

Microsoft
CERTIFIED
Application
Specialist

