

Hear from others about their experience with MOS 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



Joseph R. Daniel
Technology Center in
Culpeper



Fredericksburg
Campus

Test Preparation

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

- Germanna Workforce offers noncredit classes on specific Microsoft programs. *(Take Basic and Intermediate classes to prepare for Core exams, and Advanced classes for Expert Exams.)*
- We recommend experience and practice in the application prior to testing, to build your confidence. You may visit these sites for information on test preparation:

<http://www.measureup.com>

<http://www.microsoft.com/learning>

<http://www.certiport.com>

*Research report on Microsoft Office Specialists:

<http://www.certiport.com/Portal/Common/imagelibrary/mosresearchreport.pdf>



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Microsoft Office Specialist (MOS) & Internet and Computing Core Certification (IC³) Testing



"In the Business of Education"



**GERMANNA
COMMUNITY COLLEGE**
*Center for Workforce
& Community Education*
www.germanna.edu/workforce

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

MOS and IC3 Certification

Why Get Certified?

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 job



MOS 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.**

Types of Certification

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

MOS - To earn a 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

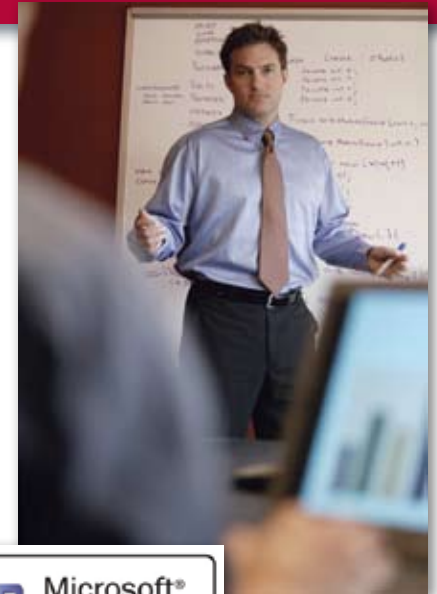
MASTER CERTIFICATION:

complete ALL of the following:

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

And either:

- Access 2003 Core OR
- Outlook 2003 Core



Registration

Before taking a test, you need to register on the Certiport website at www.certiport.com. (There is no fee for registering with Certiport.)

Scheduling Test Dates

After you have registered with Certiport, call the Germanna testing location of your choice below to speak to the High Tech Testing Administrator who will work with you to coordinate a test date.

See back of brochure for test preparation tips.