



What Microsoft Certification Means To Me...



We Passed With
Flying Colors!

We did it!! Proudly displaying their Microsoft Office Specialist certificates, the first-year students from the NCC Administrative Secretarial Program are pictured as follows:
(Left to Right) LeAnna Zomermaand; Chelsea Garrison; Haley Morfitt; Haley Uittenbogaard



“Before starting the Administrative Secretarial program at Northwest Iowa Community College, I never thought I would get to this level of achievement—let alone become a Microsoft Office Specialist in Word. With the excellent help and training from Professor Boone, it opened up a gateway of success to my future as an Administrative Professional. I am blessed to have the opportunity to learn and become certified; and it makes me excited to take my certification exams in Excel, PowerPoint, and Access.”

**~ Chelsea Garrison
Windom, MN**





“I was very ecstatic when I saw my certification results for Microsoft Word! I couldn’t have done it without Professor Boone helping me along the way. She has always pushed all of us to achieve our goals.

I was very nervous, but excited on the day we took the Microsoft Office Specialist exam. I knew I was going to do well on this because of all the new things I learned throughout the year. I am excited to see what the future holds for me because of my achievements.”

**~ Haley Morfitt
Hartley, IA**





“As an individual seeking a full-time position in the near future, my Microsoft Word certification was a big step! Not only will this credential help me obtain employment, but it also gives me confidence as I move into the workforce. My Instructor, Janet Boone, helped me a lot by constantly encouraging me to practice for my certification—which prepared me to successfully achieve my goal! I am overjoyed that I passed; and I can’t wait to take the other certifications, so that I can be well-rounded in all Microsoft Office applications!”

~ Haley Uittenbogaard

Hull, IA



“To be honest, I never thought or even *dreamed of* becoming a part of the Administrative Secretarial Program. I looked into it and decided to give it a shot. Instantly my heart was drawn into this field that I am journeying through. I would have never been able to pass this MOS certification test without all the encouragement and help from my beloved classmates and Professor Janet Boone. Now that I am certified, I have more confidence in making an effort to approach my second goal (which is to become a police dispatcher).

I am going to be open with you again. All I wanted to be was a police officer and get into the K-9 Unit. I was stubborn and didn't want to take the Administrative Secretarial Program at NCC. I learn new things every day in Professor Boone's Word and Information Processing class. All the progress I have made and the tests that I have passed successfully cause me to ask myself, “Why do I want to be a cop again??” I give all the credit to God because HE helped me discover my true hidden talents and opened my options more to what I want to do in the future. I hope HE continues to lead me down the road I am on now to a position where I will put my skills to use and the glory will go to HIM!”

**~ LeAnna Zomermaand
Orange City, IA**



~ Janet M. Boone ~

Project Manager and Lead Instructor for the
Microsoft Information Technology (IT) Academy

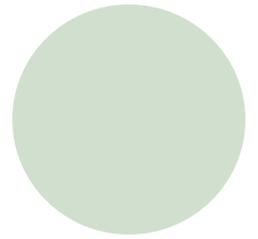
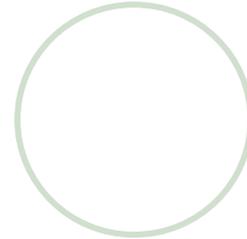
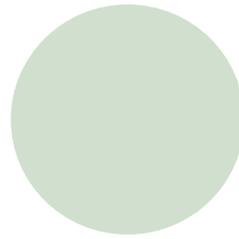
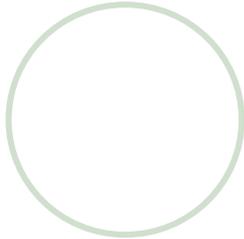
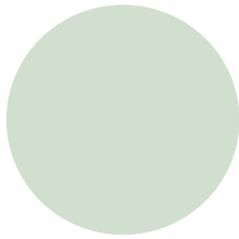
NORTHWEST IOWA COMMUNITY COLLEGE (NCC) Administrative Secretarial Students Succeed in Professional World with Microsoft Office Specialist Certification

“Microsoft is everywhere. Virtually all employment advertisements specify knowledge of Microsoft software programs as an essential requirement for workers. Microsoft Office Specialist (MOS) certification validates this knowledge and it is undisputable. I approach every day as an opportunity to teach my students to think critically and to learn workforce preparation skills. The target or capstone achievement planned for first-year students is the Microsoft Word certification. I train them from the first day that they are expected to take the Microsoft Office Specialist (MOS) exam and I am passionate about this pursuit.

Class time is set aside for their pinnacle moment—MOS certification exams. Although these exam results are not part of a student’s final grade, the MOS exam is a required part of the course. I don’t have any difficulty convincing students that the certification is a worthwhile use of their time and effort. Students can see the benefit—they have everything to gain and nothing to lose by taking it. My students are motivated by the powerful distinction that the MOS exam(s) will have on their résumés. Certification gives them an edge over other candidates with similar work experience. With this portable, globally-recognized credential in hand, these graduates prove that they are capable of productively and efficiently using Microsoft Office to advance their careers.

We would be remiss if this component was not part of our curriculum. The Microsoft Office Specialist exam is definitely not easy. Attaining this certification requires a great deal of preparation—even for experienced computer users. From an instructional standpoint, the investment in Microsoft certification provides students with the skills, confidence, and credentials needed to excel both academically and professionally. In a highly competitive job market, I advocate the value of Microsoft Office Specialist certification—it tells the world that you have a proven, comprehensive level of proficiency in the Microsoft Office software applications. Many thanks to our partners at Microsoft Corporation, Certiport, Inc., and the great State of Iowa!”





Microsoft Office Specialist Word 2013

<http://www.certiport.com/Portal/desktopdefault.aspx?page=common/pagelibrary/mos-word-2013.html>

MOS Word 2013 Exam

Testing candidates are presented with a project that they must complete. Rather than being a series of required tasks, individuals now must complete an all-inclusive project that delivers a better indicator of real-world Office 2013 use. You may create and edit documents for a variety of purposes and situations using principle features of Word 2013. Examples may include professional-looking reports, multi-column newsletters, resumes and business correspondence.

[More MOS Word 2013 Information](#)

No other investment yields as great a return as the investment in education. An educated workforce is the foundation of every community and the future of every economy.

Brad Henry

Education, Great, Future



<http://www.brainyquote.com/quotes/keywords/investment.html>

Objective Domain: MOS Word 2013

<http://studio-element.com/certiport/mos-word-objectives.html>