

Give Kansas Students
Every Opportunity!

Kansas MOS Certification
Introduction 2015

Credentials for
a Digital World.



Why Should You Become Certified

Certification gives you the tools to build a brighter future

- Achieve industry-recognized certification
- Prove you have the skills employers are looking for
- Boost your workforce resume
- Gain valuable experience and confidence
- Enhance your higher education prospects
- Prepare yourself for a successful future



MOS certification gives people tools to build a brighter future. It's not just another test. It is a credential that adds credibility to their knowledge of the Microsoft Office applications.

What is Microsoft Office Specialist Certification

- Microsoft Office Specialist (MOS) is a premier industry recognized certification that provides validation of students' knowledge, skills, and abilities relating to the Microsoft Office applications.
- Microsoft Office Specialist (MOS) certification features a series of certification levels, providing a continuum for skills qualification and validation.

In the specialist series a student passes a core exam in a particular certification in a particular application. Students who seek a higher level may explore the expert level in Word or Excel or even advance to become a Master.



Certification = Employability for Students

91% of hiring managers consider employee certification as a criterion for hiring¹

81% of hiring managers feel that certified individuals perform better¹

79% of hiring managers feel that certified individuals are more efficient¹

50% of individuals believe obtaining a certification makes them more marketable²

89% of supervisors say that Microsoft Office certified employees are more proficient users of Microsoft Office programs³

"It's truly a global marketplace, especially in the IT world. If you don't have a certification that validates you have the needed skills, you're at a significant disadvantage."

Bill Doherty, @ONE Project, College System of California

Surveys that have been conducted over the years confirm that certifications add weight to job applications.

Sources

1 MCP Program Satisfaction Study 2010

2 Intrepid Survey

3 Certiport Research 2009

Microsoft Skills Make a Difference

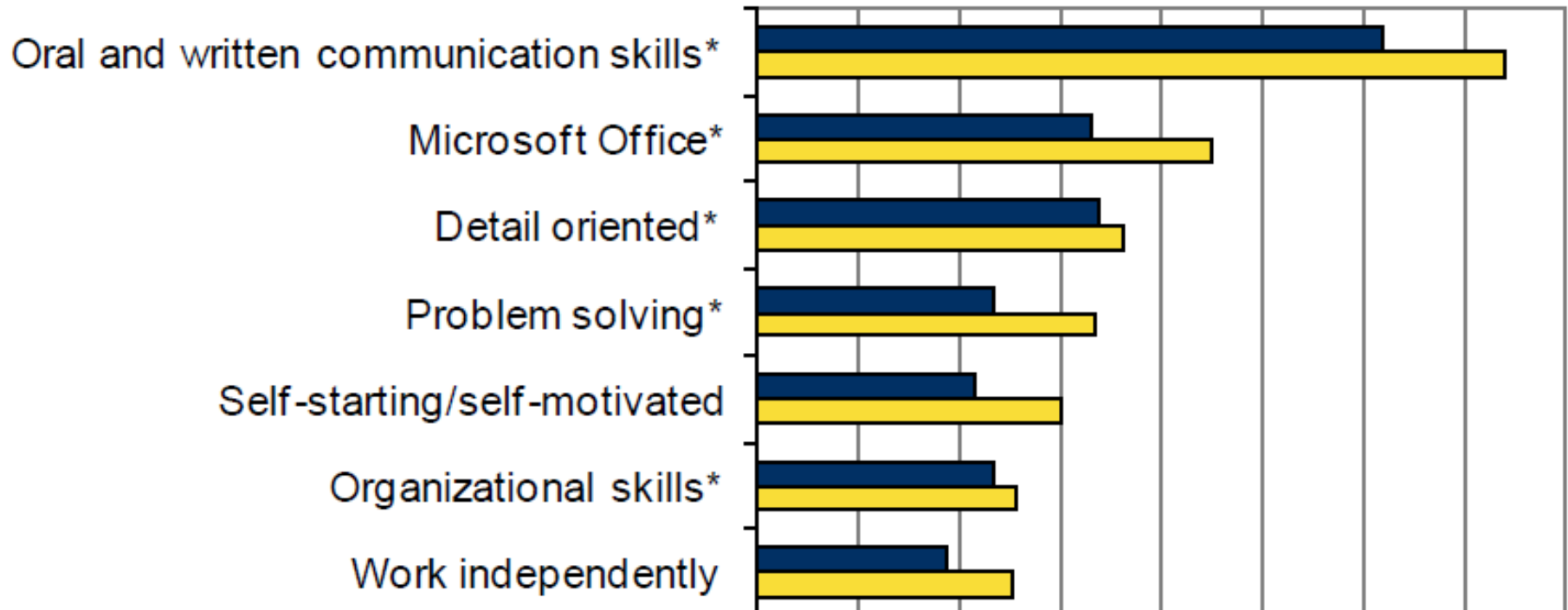
It is not merely enough to understand which occupations will be high growth and high salary; today's educators must impart the skills that will be required for those jobs too. To determine those skills, **IDC examined 14.6 million job postings between April and September 2013 from 25,000 job boards and staffing companies' corporate web sites.**

The only software package called out within the top 20 skills across high growth/high salary occupations was Microsoft Office, ranking #2 in top skills.

Source: IDC, based on WANTED Analytics and U.S. Bureau of Labor Statistics data, October 2013

Microsoft Skills Make a Difference

Comparison of Top Skills for High-Growth/High-Wage Occupations and All Occupations in the United States



MOS Mapping to Key Job Roles by Application

Specialist	Administration	Sales	Marketing	Public Relations/ Affairs	Accounting	Finance	Operations	Legal	Training
Word		X	X	X				X	
Excel		X	X	X	X	X		X	
PowerPoint		X	X	X	X	X		X	
Outlook		X	X	X	X	X		X	
Access					X	X			
SharePoint		X	X	X	X	X		X	
Expert									
Word								X	
Excel					X	X			
Master*	X						X		X

No matter the future job role or career path, Microsoft Office will be a key skill set for initial career placement and future career advancement.

*Master Cert requires Word Expert, Excel Expert, PowerPoint, and either Outlook, Access, SharePoint, or One Note

Job Board Requirement

Go to any job board (Example: www.indeed.com) and filter by Microsoft Office to see how many jobs require proficiency in Microsoft Office applications.

Now Hiring: Experienced Accountant

Technical Skills and Prior Experience

Five to seven years prior supervisory experience in the financial reporting/general ledger area

Experience working in a law firm or a professional services firm is preferred

Experience with Intuit Accounting system or other automated accounting system a plus

*Must be PC proficient and able to thrive in a fast-paced setting

*Must have strong experience with Microsoft Excel, Access & Word



*Certification validates these requirements

My MOS Story



Nina Joseph

Cary, NC, United States

MOS US National Champion



Last summer, my MOS certification qualified me for the MOS National Competition from which I was invited to the World Competition. Both events were unforgettable experiences filled with wonderful people and wonderful memories. Since then, my certification has helped me get a job where I get to use my Excel knowledge, and it has helped me get into an amazing college! I could not be more grateful! Thank you, Microsoft and Certiport!

I would recommend MOS certification to anyone that uses Microsoft applications since working towards certification can greatly improve understanding and efficiency within the applications. Even more, the certifications are proof for employers that you are knowledgeable and proficient in the Microsoft products, and they make you stand out from others.

My MOS Story



Jonathan Cory Bolles

Bradenton, FL, United States

MOS World Champion, 3rd Place



My MOS certifications allowed me to compete in Certiport's MOS U.S. and World Championships, placing third in the world for PowerPoint 2007 during the summer of 2013. That in itself helped me in a tremendous way, opening up potential job opportunities. In fact, after the competition, my winning position landed me a job as a marketing assistant at a web development company near my hometown.

I highly recommend MOS certification to anyone. It can open a multitude of opportunities in the lives of everyone who earns one.

MOS Success Story



Reagan Beavers

Fayetteville, GA, United States
Student at FCHS



At just 16 years old, I currently possess eight MOS certifications, including the MOS Master title. With these certifications I have earned opportunities to be interviewed by news media, have had several job interviews, and have been asked to create items for important local events. Most importantly I have gained confidence to be strong and apply my knowledge in the business field.

I would highly urge friends to take a MOS exam. MOS opens up an abundance of doors. There are so many job and volunteer opportunities with an MOS certification under your belt. You will not be disappointed by obtaining one; at the very least you would gain confidence, knowledge, and the ability to navigate efficiently around your computer.

Become Certified



NAME HERE

has successfully completed the requirements to be recognized as a Microsoft Office Specialist for

OFFICE WORD 2013

Office Word 2013
Office Excel® 2013
Office PowerPoint® 2013

Date of achievement: April 29, 2014
verify.certiport.com ABCD123

A handwritten signature in black ink, appearing to read "N. Satya".

Satya Nadella
Chief Executive Officer

Microsoft
Office Specialist