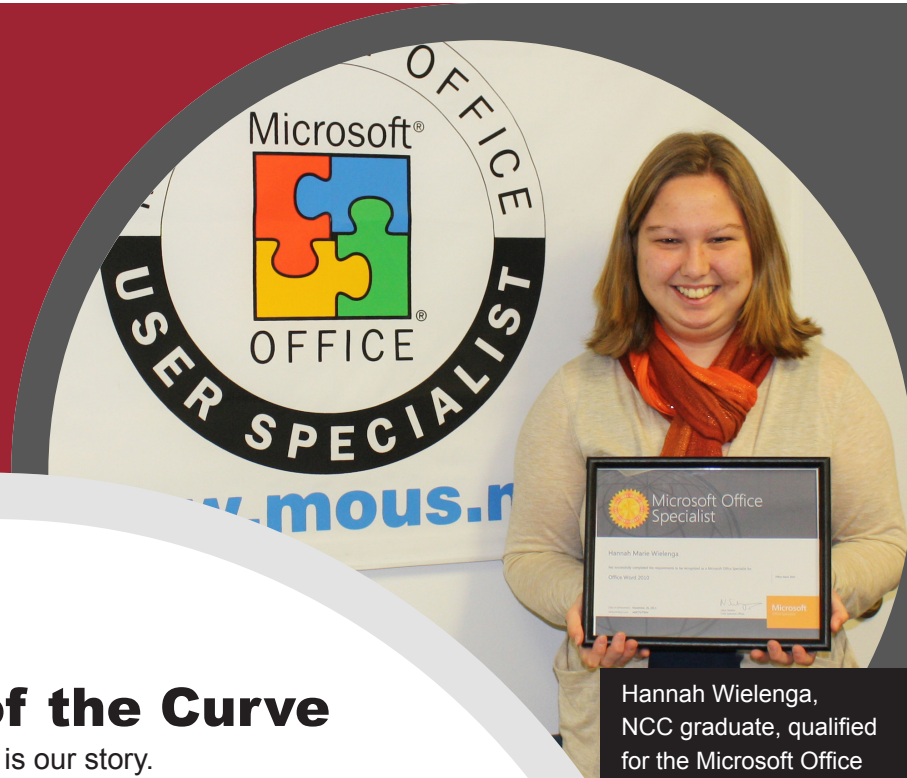


# FREE

Microsoft Office Professional  
**Certification**  
at Northwest Iowa Community College



## Get Ahead of the Curve

Your success is our story.

### Career & College Ready

Courses in Microsoft Office technology teach students how to proficiently use the software programs included in the Microsoft Office suite of applications. This hands-on learning is distinctively aligned with industry standards. The Microsoft Office Specialist (MOS) certification is a globally recognized credential for validating expertise with the Microsoft Office suite of business productivity applications.

The Microsoft Imagine Academy program (leading to Microsoft Office certification) gives NCC students an AMAZING opportunity to validate their skills and gain industry-recognized certification—giving them a competitive advantage when applying for an employment position. Successful candidates receive a Microsoft Office Specialist (MOS) certificate that sets them apart from their peers in the competitive job market.

The available Microsoft certifications include:

- Microsoft Word
- Microsoft Excel
- Microsoft Access
- Microsoft PowerPoint
- Microsoft Outlook

#### INTERESTED?

Contact your high school guidance counselor for more information and get enrolled!

#### CONVENIENT CLASS TIME

High school students can take advantage of this **FREE** instruction & certification training

- Mondays & Wednesdays
- 8–10am
- Earn 4 college credits
- Take the certification exam for FREE

#### HUGE DEMAND

“ Virtually all help-wanted ads specify proficiency in Microsoft software programs as a requirement for workers. Office Specialist certification validates this knowledge and is undisputable. ”

— Janet Boone,  
NCC & MOS Master Instructor

#### INCREASED JOB OPPORTUNITIES

“ Mine was the only application with Office Specialist certification on it when I applied for my job, and it definitely played a part in getting hired. ”

— Megan Vander Plaats,  
NCC graduate and MOS certified

Hannah Wielenga,  
NCC graduate, qualified  
for the Microsoft Office  
Specialist U.S. National  
Championships and  
placed in the top 5!



**NCC** NORTHWEST  
IOWA COMMUNITY COLLEGE  
Your success is our story.

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