

A BIT OF CERTIFICATION



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What is your "Great Idea" for promoting industry certifications to students enrolled in Business and Information Technology courses? Share your ideas and you could win \$50! Following the guidelines below, provide your best lesson plan that demonstrates how you promote industry certifications to your students.

Promotion:

The following will aid in promoting industry certifications to students enrolled in Business and Information Technology courses:

1. Posters displayed in the classroom and around the building
2. Display of earned certifications within the classroom for students to view (see Attachment #1, Figures #s 1-7)
3. Lesson plan promoting certification and implementation of certification program (see Attachment #3)
4. Promotion and preparation of Microsoft Local, Regional, and World-Wide Competition (see Attachment #2)
5. Field trip scheduled to New Horizons in the Boulders (date and time TBA)
6. Guest Speakers who can attest to the benefits of certification
7. Maintaining and upgrading personal certification status (if necessary, teacher(s) will be certified and/or maintain updated certifications prior to training students)

Attachment #1



Figure 1



Figure 2



Figure 3



Figure 4

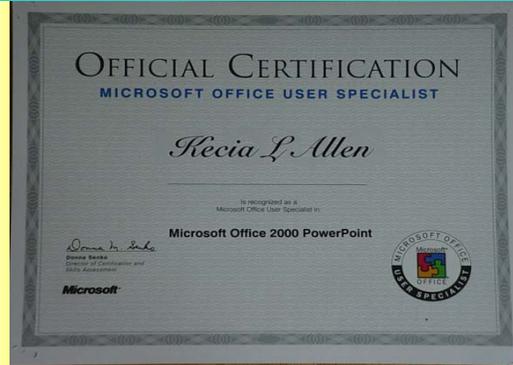


Figure 5



Figure 6



Figure 7

2004 Microsoft® Office Specialist Competition

| www.officecompetition.com |



2003 Microsoft Office Specialist Competition Success

In May 2003, world champions Andrew Flood, 16, of Dublin, Ireland, and Francesco Lemma, 17, of Rome, Italy, were honored as the winners of the first Microsoft Office Specialist Competition. [More...](#)



2003 Microsoft Excel World Champion:
Francesco Lemma
Rome, Italy

View World High Score Leaders

About the 2004 Competition

This year we are once again searching the globe for the students with the best Microsoft Word and Excel skills. [More...](#)



2003 Microsoft Word World Champion:
Andrew Flood
Limerick, Ireland

How to Participate

Students: Participate in this year's Microsoft Office Specialist Competition by following these simple steps. [More...](#)

Awards

The two winners of this year's competition will receive a trip to Redmond, Washington, USA, to visit the Microsoft headquarters! [More...](#)



- [About the Competition](#)
- [Awards](#)
- [Around the World](#)
- [Locate a Testing Center](#)
- [Frequently Asked Questions](#)
- [About Office Specialist](#)
- [Testing Center Resources](#)
- [IC³ Competition](#)

Lesson 1: Define MOS Certification

Time: 2 class periods

Certification is a growing IT industry trend whereby a software or hardware company devises and administers exams for users that will demonstrate their abilities to use the software or hardware in an effective manner (**Microsoft Office XP MOS Exam Reference Pocket Guide. Thompson. 2003. p. 1).**

Objectives:

Students will

- develop a personal definition of certification based on their own beliefs and expectations
- students will use appropriate resources to locate the Microsoft's, Certiport's, Thompson's, and/or DDC's definition of certification
- students will rewrite their person definition of certification based on their own beliefs and expectations and their research findings.

Lesson 2: Certification Benefits

Time: 1 class period (and on-going)

Achieving MOS Certification in one or several of the Microsoft Office programs can be beneficial to you and your current or prospective employer (**Microsoft Office XP MOS Exam Reference Pocket Guide. Thompson. 2003. p. 1).**

Objectives:

Students will

- brainstorm and discuss benefits of MOS certification (in small groups)
- use information from brainstorming session to write individual short essays, using MS Word, describing how MOS certification will benefit them now and in the future
- present essays orally to class.

Lesson 3: The Certification Process

Time: On-Going (exams to be scheduled in November, February, April, and/or June.)

****The teacher will locate the testing center***

Achieving MOS Certification in one or several of the Microsoft Office programs can be beneficial to you and your current or prospective employer (**Microsoft Office XP MOS Exam Reference Pocket Guide. Thompson. 2003. pp. 2-3).**

Objectives:

Students will

- choose a MOS exam that is appropriate for individual skill and interest
- prepare for the exam with a method that is individually appropriate
- take the exam
- receive the results
 - Since results are immediate, students who do not pass the first time will re-evaluate mistakes, go over practice exam, and retake the exam at an appropriate time