

## **Staff Development Grant Final Report Northland Community & Community College**

**Project Name:** Microsoft Office Specialist (MOS) Certificate for NCTC Employee Development

**Project Description:** The project included four separate Microsoft Office Suite 2007 computer software application training sessions (Word, Excel, Access, PowerPoint) offered on both the Thief River Falls campus and the East Grand Forks campus.

**Award: \$5,000**

### **Project Re-cap:**

The focus of the training sessions was to teach Microsoft Office 2007 program applications, measure proficiency, and identify opportunities for enhancement of skills. Employees who wanted to take the certification exams would receive a Microsoft Office Specialist certification credential that is recognized worldwide as proof of having the computing skills needed to work productively and efficiently. The project was to provide timely training and certification for support staff as Northland upgrades to Microsoft Office 2007.

Each session was three hours long and taught by a MOS Master Certified instructor. The sessions covered the core level of each application.

### **Impact:**

Northland upgraded to the Microsoft Office 2007 in September 2008. These training sessions were designed to introduce the new features of the new version of Microsoft Office. The training sessions also brought out awareness of employee overall comprehension of Microsoft Office applications, their ability to use advanced features, and their ability to integrate them with other software applications. Employees were taught new, existing, and advanced features, and other uses for these applications. Employees were given the resources to continue learning through step-by-step written instructions. Employees were also offered practice and certification exams. Approximately 30 employees (IT Staff, administrative support, and other support staff) took advantage of these sessions. Currently we have 10 employees utilizing the practice exams preparing for the certification exams.

### **Reflections:**

These sessions showed NCTC administration that additional training is needed for staff in the new version of Microsoft Office 2007 software applications. The short "overview" sessions were great to evaluate current skills and abilities and to introduce new features, but more in-depth training will be needed to move these employees to the next level of Microsoft Office 2007 software applications.