



Student Certification Packet

MTA/MOS

CIT Certification Center
Westchester Community College
Classroom Building - Room101/315
Certification Center contact: Thomas Barrett
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Please scan this QR code to visit the Center for Cybersecurity website and download a digital copy of this packet.

Certification Center Rules

The following rules and regulations have been adopted as a guide for the use and management of the certification center and exams at Westchester Community College. The rules and regulations will help protect all and adhere to the regulations from Microsoft and Certiport. All students shall be subjected to these rules, regulations, amendments, and alterations, as they shall be adopted by this CIT certification center.

1. Please bring your photo ID and required documentation with you to training registration and your exam.
2. You will be required to show proof that you passed the MOS/MTA training.
3. Upon arrival, please see a proctor to be checked in before entering the room.
4. There shall be absolutely no talking in the certification center.
5. All belongings must be stored in the designated area.
6. No hats, bags, heavy coats, or electronics are allowed.
7. Make sure all your electronic devices are silenced or off before they are stored.
8. You must pass the exam you are scheduled to take before moving onto a different one.
9. If you fail a certification exam twice, you will not be allowed to schedule another exam for 3 months.

If the proctor has determined that you have broken any of these rules, you will be escorted out of the room and your voucher may be disqualified.

Acceptable Forms of Identification

The Center for Cybersecurity CIT Certification Center and Microsoft require that you bring with you a signed and valid photo ID. This may include:

1. Driver's License
2. Driver's Permit
3. NY State ID card
4. Military ID

Required Documentation

In order to register for training, you must bring with you:

In order to take your certification exam, you must bring with you:

<ul style="list-style-type: none">• One government issued photo ID with signature	<ul style="list-style-type: none">• One government issued photo ID with signature
<ul style="list-style-type: none">• Printed copy of your unofficial WCC student transcript	<ul style="list-style-type: none">• Proof that you passed training
<ul style="list-style-type: none">• Must be able to access your student email	<ul style="list-style-type: none">• Access to your Certiport and Gmetrix account
	<ul style="list-style-type: none">• Access to your WCC student email

If you do not bring with you the required ID and documentation, we will be unable to assist you.

Required Exam Sequence



You must pass 2 MOS exams to move onto MTA exams.

Demonstrate that you have the skills needed to get the most out of Office by earning a Microsoft Office Specialist (MOS) certification in a specific Office program.



You must pass 3 MTA exams to move onto the CompTIA IT Fundamentals.

MTA certifications are a great place to start if you would like to get into the technology field. MTA certifications address a wide spectrum of fundamental technical concepts, assess and validate core technical knowledge, and enhance technical credibility.



CompTIA exams are not yet available.

CompTIA is a non-profit trade association known for its IT certification exams and test preparation courses. We will be offering the CompTIA IT Fundamentals exam in the coming months. Stay tuned!

Register for Exam Training

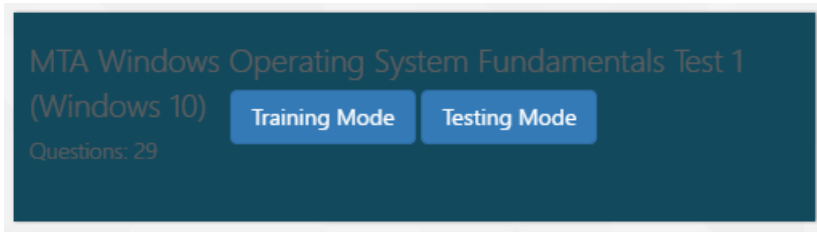
Please review these steps carefully. If at any point you have questions, please see a proctor in the CIT Certification Center during normal business hours.

1. Review this packet and be able and willing to comply with all CIT Certification Center rules and policies.
2. Review the required exam sequence (pg. 5) and select the certification you are most interested in.
3. Gather the required documents. Before coming to register for training, make sure you bring the following:
 - a. One valid Photo ID with signature (pg. 4)
 - b. Printed copy of unofficial WCC transcript (pg. 15)
 - c. Access to your WCC student email
4. Schedule a time to come to the CIT Certification Center to register for training
 - a. Please visit <https://www.wccybercenter.com/certificationcenter> for current hours
 - b. Appointment hours are available only if scheduled 48 hours in advance. Please visit the certification center webpage for instructions on how to book.
5. Visit the Certification Center during posted walk-in hours or for your scheduled appointment.
6. Check in with the proctor. The proctor will review your valid ID and transcript to ensure it meets the requirements.
7. Create an account for these two websites using your Blackboard ID for the username and Student Email as the registered email address.
 - a. Certiport.net: <https://certiport.pearsonvue.com/>
 - b. Gmetrix.net: <https://www.gmetrix.net/>
8. Let the proctor know once you have successfully created the Certiport and Gmetrix accounts.
9. Once the accounts are confirmed, the proctor will give you access to the training portal and show you how to use the training and testing modes.
10. Before taking your certification exam, you will be required to show proof that you passed the training which will be discussed more specifically further in this packet.
11. Access to training
 - a. MOS training can be accessed on campus or from home via the links above using your student email.
 - b. MTA training access is limited at this time and must be done on campus during open lab and tutorial hours.

See page 14 for more free online training resources to help you prepare for your certification exam.

Proof of Passing Grade

Students are required to pass at least one *Testing Mode* practice examination and provide proof to the proctor on the day of their scheduled exam. Although only one practice exam is required, we recommend you review all *Training Mode* practice questions and *Testing Mode* practice exams. You can complete the Training Mode and Testing Mode practice examinations as many times as you would like.

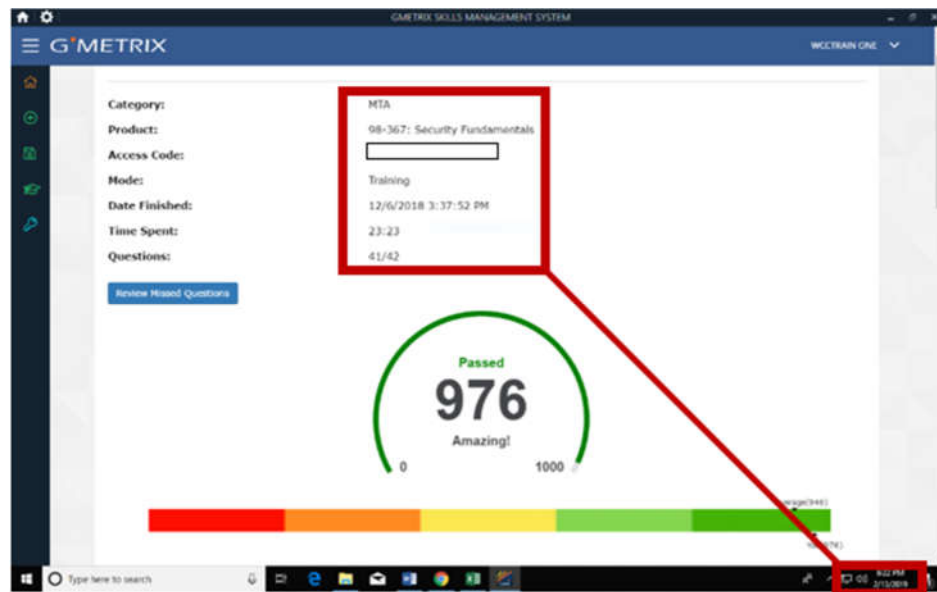


How to show proof you passed one MOS practice exam:

1. Choose an exam and select *Testing Mode*. Complete with a passing score. Your practice test scores will be saved to your account.
2. On the day of your exam, your proctor will ask you to log into your Gmetrix account and show the passing grade on the practice exam of your choosing.

How to show proof you passed one MTA practice exam

1. Choose an exam and select *Testing Mode*. Complete with a passing score.
2. Since MTA training is only currently available in the lab or tutorial, please take a screen shot showing the entire screen including the completed practice exam with your score and also the Windows clock in the task bar. Please save this to a flash drive or other external media device.



3. On the day of your exam, your proctor will ask you to provide the above screenshot to verify your passing score.

Schedule and Take your Exam

1. Review this packet and be able and willing to comply with all CIT Certification Center rules and policies. Any violation during your exam may lead to voucher forfeiture.
2. Gather the required documents to bring with you on test day:
 - a. One form of Photo ID with signature (pg. 4)
 - b. Access to your Certiport and Gmetrix account
 - c. Proof that you have passed certification training
 - d. Access to your WCC student email
3. Schedule a time to come to the CIT Certification Center to take your exam.
 - a. Please visit <https://www.wccybercenter.com/certificationcenter> for current hours
 - b. For walk in exam testing, you must show up 90 minutes before the Certification Center closes. No Exceptions!
 - c. Hours marked as appointment only must be booked in advance. Please see website for instructions on how to book.
 - i. Appointments must be made 48 hours in advance
 - ii. Appointments must be cancelled 24 hours in advance
4. Visit the Certification Center during posted walk-in hours or for your scheduled exam appointment.
5. Check in with the proctor. The proctor will review your ID, required documentation, and go over examination rules and procedures.
6. You will be asked to store your personal items (backpacks, hats, coats, phone, and other electronic devices) in a designated area. Please make sure you silence all your devices!
7. Good luck! Take your time and if you have any questions, please raise your hand and a proctor will assist you.
8. If you pass, congratulations! Update your resume and apply the logo stamp.
9. If you don't pass, don't worry! Go home and study some more now that you have a better understanding of what will be on the exam. If you need additional study resources, please see page 14

Available Microsoft Office Specialist Exams

A Microsoft Office Specialist (MOS) certification helps validate proficiency in using Microsoft Office 2016 and meets the demand for the most up-to-date skills on the latest Microsoft technologies. Candidates who pass a certification exam show that they can meet globally recognized performance standards. Candidates must pass one certification exam in order to earn a MOS certification. Remember, you must pass any 2 Microsoft Office Specialist exams in order to move on to MTA's.

Word 2016

The Core-level Microsoft Office Word 2016 User should be able to navigate Microsoft Office Word 2016 software at the feature and functionality level. They should be familiar with and know how to use at least 80% of the features and capabilities of Microsoft Office Word 2016. The core-level user should be able to use Microsoft Office Word 2016 to create and edit professional-looking documents for a variety of purposes and situations.

Word 2016 Expert

Expert-level Microsoft Office Word 2016 users are able to proficiently and confidently use Word 2016 software at the feature and functionality levels. Expert users work with the advanced features of Word 2016 to enhance professional documents, create documents ready for publication, and collaborate effectively on group editing projects. Expert users manipulate Word options to customize their environment to meet varying needs and enhance their productivity.

Excel 2016

The Core-level Microsoft Office Excel 2016 User should be able to navigate Microsoft Office Excel 2016 software at the feature and functionality level. They should be familiar with and know how to use at least 80% of the features and capabilities of Microsoft Office Excel 2016. The core-level user should be able to use Microsoft Office Excel 2016 to create and edit professional-looking spreadsheets for a variety of purposes and situations.

Excel 2016 Expert

Candidates for this exam should have Expert-level Microsoft Office Excel 2016 users are able to efficiently and confidently use Excel 2016 software at the feature and functionality levels. Expert users are proficient with advanced formulas, functions, and data analysis tools. Expert users can manipulate data for analysis, presentation, and collaboration. In addition, expert users can manipulate Excel options to customize their environment to meet varying needs and enhance their productivity.

PowerPoint 2016

Users create complex slide shows, such as product plans, reports, and marketing materials. They create slide shows based on custom templates generated by others and frequently reuse slides. Their slides include

sophisticated data presented in visual formats. These users know how to pause and move back and forth in slide shows, jump to specific slides, drill down to supporting data, and mark up slides.

Outlook 2016

Users can format message content by using character and paragraph formatting, use graphic elements such as charts and tables, and create contact records, tasks, and appointments from incoming messages. They create contact groups, schedule meetings, and share schedules to facilitate communication with other Outlook users.

Access 2016

The typical candidate for the exam works as a user support professional, trainer, teacher, professor, database user, or database creator who needs to create or maintain a basic Access database. Users can create, modify, and extend functionality of basic database objects, including tables, queries, forms, and reports. Users can also construct and modify basic relationships among database entities and can instruct others in basic Access functionality and usage.

SharePoint 2016

Candidates for this exam are users who provide structure for information, extend out-of-the-box site features, solve business problems through composite applications, and facilitate collaboration with other site users. Users perform all site user tasks. They optimize Web Part pages for team use by adding and configuring Web Parts from the Web Part gallery. They customize dashboards to target the information presented. Users focus on adapting SharePoint sites to their teams' needs and improving productivity.

OneNote 2016

The audience profile for the OneNote Exam is a student, office worker or instructor who needs to navigate the Office software at the feature and functionality level. These users use OneNote as a digital notebook to facilitate their work and use it to integrate with other Microsoft 2016 Office applications. They have the ability to use it for project management, organizing research, collaboration, and to access information from multiple locations. They have the skills and knowledge to effectively problem solve many issues that arise. They effectively use many of the common features and functions to organize and display digital information.

Office 365

This exam validates the skills students, office workers or instructors need to navigate Office 365 at the feature and functionality level. The Office 365 User should be able to navigate Office 365 software at the feature and functionality level, including: Outlook Web App (OWA), Lync collaboration functionality, SharePoint online, and Office web apps.

They should be familiar with and know how to use at least 80% of the features and capabilities of Office 365, including but not limited to: Simultaneously edit documents with colleagues, conduct online meetings with colleagues, partners, and customers, including audio, video, and screen sharing; Share calendar with colleagues, partners, and customers; and Manage and share documents, task lists, and schedules to keep workgroups in sync using My Sites and TeamSites.

Available MTA Associate Exams

The Microsoft Technology Associate (MTA) certification is an entry-level credential that validates fundamental technology skills and knowledge among students and job-seekers who are pursuing a career in technology. MTA addresses a wide range of critical technology concepts with exams that are designed to assess and validate core technical concepts in three primary areas: Developer, Database, and IT Professional. MTA is the ideal starting point for anyone interested in starting a career in technology.

Introduction to Programming Using Java (Exam 98-388)

Candidates for this exam require instruction and/or hands-on experience (150 hours) with Java, are familiar with its features and capabilities, and understand how to write, debug, and maintain well-formed, well documented Java code. This entry level certification is intended for application developers working with Java. The code used in the exam is Java SE, and the syntax used in this exam is compatible with Java 6 SE through the most recent release.

Introduction to Programming Using HTML and CSS (Exam 98-383)

Candidates for this exam should be able to recognize and write syntactically correct HTML and CSS, structure data using HTML elements, and create and apply styles using CSS. Candidates are expected to have had, at minimum, instruction and/or hands-on experience of approximately 150 hours with HTML and CSS, be familiar with their features and capabilities, and understand how to write, debug, and maintain well-formed HTML and CSS code.

Introduction to Programming Using JavaScript (Exam 98-382)

Candidates for this exam should be able to recognize and write syntactically correct JavaScript code, use data types supported by JavaScript, and recognize and write JavaScript code that will logically solve a given problem. Candidates are expected to have had, at minimum, instruction and/or hands-on experience (150 hours) with the JavaScript programming language, be familiar with its features and capabilities, and understand how to write, debug, and maintain well-formed, well documented JavaScript code.

Introduction to Programming Using Python (Exam 98-381)

Candidates for this exam should be able to recognize and write syntactically correct Python code, recognize data types supported by Python, and recognize and write Python code that will logically solve a given problem. Candidates are expected to have had, at minimum, instruction and/or hands-on experience (150 hours) with the Python programming language, be familiar with its features and capabilities, and understand how to write, debug, and maintain well-formed, well documented Python code.

Introduction to Programming Using Block-Based Languages (Exam 98-380)

Candidates for this exam should understand algorithmic flow, can describe computer programs, use and implement common program control structures, and describe what the code does in block-based programming languages such as the Touch Develop environment from Microsoft and MIT Scratch. Candidates should also be familiar with the concepts and technologies described here by taking relevant training courses, such as Creative Coding Through Games and Apps (CCGA) or Scratch or Blockly courses. Candidates are expected to have some hands-on experience designing, creating, and publishing code within a block-based programming language.

HTML5 Application Developer Fundamentals (Exam 98-375)

Candidates for this exam are seeking to prove core HTML5 client application development skills that will run on today's touch-enabled devices (PCs, tablets, and phones). Although HTML is often thought of as a web technology that is rendered in a browser to produce a UI, this exam focuses on using HTML5, CSS3, and JavaScript to develop client applications.

Before taking this exam, candidates should have solid foundational knowledge of the topics outlined here and have some hands-on experience with the related technologies either by taking relevant training courses or by working with tutorials and samples available on MSDN and in Microsoft Visual Studio.

Software Development Fundamentals (Exam 98-361)

Candidates for this exam are seeking to prove core software development skills. Before taking this exam, candidates should have a solid foundational knowledge of the topics outlined in this preparation guide. It is recommended that candidates be familiar with the concepts of, and have hands-on experience with, the technologies described here either by taking relevant training courses or by working with tutorials and samples available on MSDN and in Microsoft Visual Studio.

Cloud Fundamentals (Exam 98-369)

Candidates for this exam are looking to demonstrate basic skills and fundamental knowledge of Microsoft cloud services. The exam can serve as a stepping stone to the Microsoft Certified Solutions Associate (MCSA) exams. Candidates are expected to have some hands-on experience with Office 365, Microsoft Intune, firewalls, network topologies and devices, and network ports.

Mobility and Device Fundamentals (Exam 98-368)

Candidates for this exam should have fundamental skills in, and a basic knowledge of, Windows devices and mobility. It can serve as a stepping stone to the Microsoft Certified Solutions Associate (MCSA) exams. Candidates are expected to have some hands-on experience with Windows devices, Windows-based networking, Active Directory, anti-malware products, firewalls, network topologies and devices, and network ports.

Database Administration Fundamentals (Exam 98-364)

Candidates for this exam are seeking to prove introductory knowledge of, and skills with, databases — including relational databases such as Microsoft SQL Server or Windows Azure SQL Database. It is recommended that candidates be familiar with the concepts of and have hands-on experience with the technologies described here. Although minimal hands-on experience with the technologies is recommended, job experience is not assumed for these exams.

Security Fundamentals (Exam 98-367)

Candidates for this exam are seeking to validate fundamental security knowledge and skills. Security Fundamentals can serve as a stepping stone to the Microsoft Certified Solutions Associate (MCSA) exams. Candidates are expected to have some hands-on experience with Windows Server, Windows-based networking, Active Directory, anti-malware products, firewalls, network topologies and devices, and network ports.

Networking Fundamentals (Exam 98-366)

Candidates for this exam are seeking to prove fundamental networking knowledge and skills. Networking Fundamentals can serve as a stepping stone to the Microsoft Certified Solutions Associate (MCSA) exams. Candidates are expected to have some hands-on experience with Windows Server, Windows based networking, network management tools, DNS, TCP/IP, names resolution process, and network protocols and topologies.

Windows Operating System Fundamentals (Exam 98-349)

Candidates for this exam should have knowledge of fundamental Windows operating system concepts in a Windows 10 environment. Candidates are expected to have some hands-on experience with the Windows OS, with desktop computers, and application virtualization.

Windows Server Administration Fundamentals (Exam 98-365)

Candidates for this exam are seeking to prove Windows Server administration knowledge and skills. Candidates are expected to have some hands-on experience with Windows Server, Windows-based networking, Active Directory, account management, and system recovery tools and concepts.

More Exam and Study Resources

More Information

More about the Microsoft Office Specialist Certification

<https://www.microsoft.com/en-us/learning/mos-certification.aspx>

More about the Microsoft Technology Associate Certification

<https://www.microsoft.com/en-us/learning/mta-summary-certification.aspx>

Certification Study Resources

Microsoft Office Specialist (MOS)-

- [Microsoft Virtual Academy](#)
- [Lynda online courses](#) how to access Lynda.com → <http://answers.sunywcc.edu/faq/153448>

Microsoft Technology Associate (MTA)-

- [Microsoft Virtual Academy](#)
- [Lynda online courses](#) how to access Lynda.com → <http://answers.sunywcc.edu/faq/153448>

YouTube channels to help you study

Eli the computer guy:

<https://www.youtube.com/user/elithecomputerguy/videos>

Professor Messer:

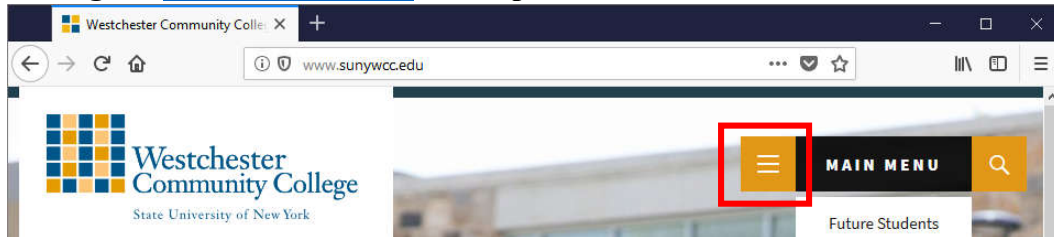
<https://www.youtube.com/user/professormesser/videos>

Microsoft Video Courses:

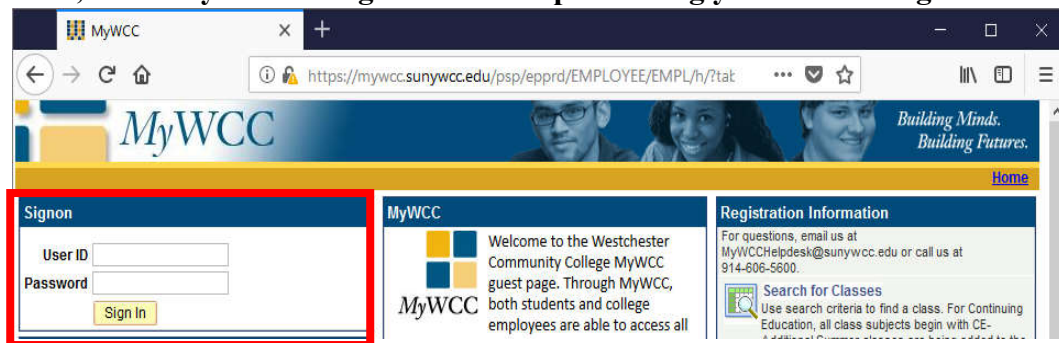
<https://www.youtube.com/user/leks4leks/videos>

How to Print Your Unofficial Transcripts

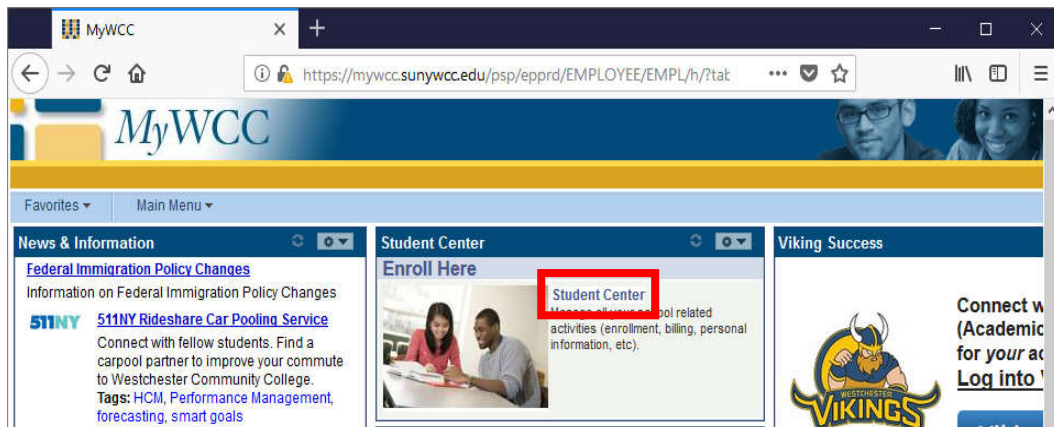
1. First, go to www.sunywcc.edu and expand the menu



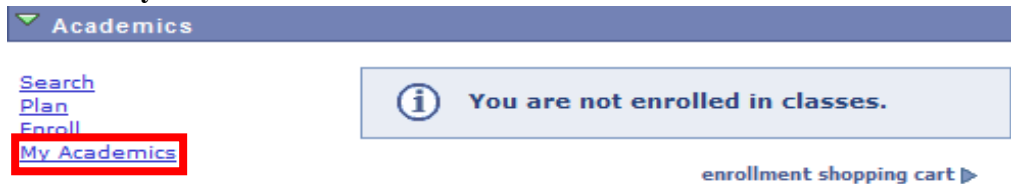
2. Next, select mywcc and sign in on the top left using your student sign in



3. Select student center



4. Select "My Academics"



5. Select Transcript: View my unofficial transcript

Transfer Credit	View my transfer credit report
Course History	View my course history
Transcript	View my unofficial transcript
Enrollment Verification	Request enrollment verification

6. Make report type “Student Unofficial Transcript” and select view report

[View Unofficial Transcript](#)

Choose an institution and report type and press View Report

****this process may take a few minutes to complete. please do not press any other buttons or links while processing is taking place****

Academic Institution	Westchester Community Col ▾	
Report Type	Student Unofficial Transcript ▾	view report

Information For Students

View course equivalencies through Student Center - Transfer Credit Report.

7. You now have your unofficial transcript, make sure to check your pop-up blocker if it isn't displaying

If this still doesn't work select view report on the left side from the most recent request date

Updating Your Resume

JOHN DOLE

2 ANNE STREET • YONKERS, NY 10549

PHONE: (914) - 555 - 0123 • E-MAIL: JOHN.DOLE@GMAIL.COM

SUMMARY:

Computer professional highly skilled in multiple aspects of computers, networks, and complimentary technology. Ability to analyze prospective and existing clientele's technological inefficiencies within their business and apply effective software, hardware, and networking solutions that fit their budgets and needs.

EDUCATION:

Westchester Community College, Valhalla, NY
Computer Information Systems A.A.S. Degree

Expected Fall 2012

Westchester Community College, Valhalla, NY
Computer Security and Forensics Certificate

January 2012

CERTIFICATIONS:

Microsoft Technology Associate (ID 88658393)
CompTIA A+ (pursuing)
CompTIA Network + (pursuing)



CERT ADDED HERE

LANGUAGES:

Bilingual – Spanish and English

TECHNICAL SKILLS:

Software:

Microsoft Office Suite, Macromedia Dreamweaver and Fireworks, Photoshop, Coreldraw, MySQL, Apache, Windows 3.X, Windows 9.X, ME, 2000, XP and VISTA. Linux and Windows 2000/2003 Server.

Programming Languages: HTML, ASP, PHP, SQL. Primary level C++ and Visual Basic.

Hardware:

Workstations, Servers, Home PC's, routers and switches. Network hardware and wiring installations.

WORK EXPERIENCE:

Consulting Firm, Yonkers, NY
Webmaster – On site technician

June 2005 – April 2008

- Created corporate website and implemented various web-based marketing and distribution channels
- Maintained corporate website efficiency and functional while resolving user issues
- Troubleshoot hardware and software issues on employee's workstations.
- Wrote a customized product driven event-planning program that created and distributed client communication
- Assist in cash management functions as needed

AWARDS:

Rice Family Foundation Technology, Valhalla, NY
2011

October

Westchester Community College A.S Program



CERT ADDED

Microsoft
Technology
Associate

Networking Fundamentals
Database Administration Fundamentals