Career Readiness Indicator Questionnaire

This questionnaire is designed to help guide the process for review of a Career Readiness Indicator (CRI). It is the responsibility of the local education agency proposing the addition of the CRI to gather the information and submit it to Josh Laney, Assistant Director for Workforce Development. Answers should be as concise as possible. Information should be submitted as a completed packet, not piecemeal. Additional information may be included at the discretion of the applying agency if it might be pertinent to the evaluation process.

Contact information for person filling out questionnaire
Full Name of the Career Readiness Indicator: Microsoft Office Specialist (ALL)
Agency: Certiport
Email: mark.harris@pearson.com
Phone number: 801.772.3282
Date of submittal: 8.31.2015

Why do we want this CRI?
1. What industry is asking for the CRI? Too many to list, but include: Construction, law, banking, office management, academia, small business, computing, programming, transportation and finance.
2. What companies within the industry are requesting this CRI? MOS is the most popular IT Certification in the world with more than 1.7 million exams taken in the last 12 months. There are more companies and industries than can be listed here. Suffice it to say that a MOS certification is an abundant request in job boards spanning many diverse work groups.
3. What entity, company, or testing agency is the “owner” of the CRI? (Who determines what it takes to earn the CRI?) Certiport creates and maintains exam content through a contract with Microsoft. Standards to achieve certification are created by MOS Subject Matter Experts and approved by both Microsoft and Certiport prior to publishing. Certiport.com is the website to find out more information.
4. For what career technical program(s) is the CRI being requested? Business, software development, accounting, project management, and many others.

How does one actually get the CRI?
5. How long does it take for a student to earn this CRI? Most candidates take a class at high school, also use a practice test, and then take the exam. To accomplish exam readiness takes anywhere from 10-50 hours depending on the student and application. Other candidates take learning courses on their own and then a practice test and then the exam. Time is similar for the older candidate as well, unless the candidate has prior experience using the application.
6. How does the student earn the CRI? Most students will use learning content and practice tests, though they are not required. Passing the exam is the requirement which shows competency in the application, either through task based or project based exams. These exams are performance based exams, using the application, replicating situations in the real world.
7. Is there a minimum age requirement for gaining the CRI? No.
8. Are students required to be graduates before earning the CRI? No.
9. Are there minimum pre-requisite course requirements for earning the CRI? No.
10. What equipment is required to train for this CRI? (Only list items which are different than what would be found on the standard equipment list for the program.) Microsoft Office 2010 or 2013 applications.
11. Does the earning of the CRI require the student to have computer access for the testing? Yes.

Rev: 8/20/15
How much does it cost and what resources are required?

12. What is the cost of the exam for earning this CRI? Depends on how it is purchased. Most schools have site licenses purchased by the state, which allows for multiple classrooms of students to take exams.

13. Is there a practice test available from the CRI issuer or from other parties? Yes.
   a. If yes, does the practice test have a cost in addition to the actual exam and if so, how much? Yes, additional cost. It depends on the needs of the school and classroom. Territory Managers at Certiport work with schools on an individual basis to determine the best fit.
   b. Can rights to the practice material be purchased once or is there a recurring fee? Most schools buy a site license for the Practice Tests and is a yearly renewal.

14. Who can administer the exam? (Some CRIs prohibit the person who trained the student from administering the exam.) Anyone who is a registered Proctor for the Certiport Authorized Testing Center. The teacher that trained the student is allowed by Certiport to test the students.

15. Is special certification or licensure required for a teacher to administer the CRI? No, but one does need to read and sign a proctoring agreement.
   a. If yes, what is the cost for gaining the appropriate licensure?
   b. Is this a one-time or recurring fee?

16. Is site, facility, or equipment certification required for administering the CRI? Yes, a testing lab. Requirements for lab and technical specifications here.
   a. If yes, what costs are included? Lab is provided by school or testing lab.
   b. Is this a one-time or recurring fee? N/A
September 8, 2015

Mrs. Dawn Morrison  
Office of Career and Technical Education/Workforce Development  
Alabama Department of Education  
Post Office Box 302101  
Montgomery, AL 36130-2101

RE: Microsoft Office Specialist (MOS) Certification

Dear Mrs. Morrison,

BancorpSouth is pleased to submit this letter in support of the Alabama Department of Education’s renewal of the Microsoft Office Specialist Certification program taught as part of the curriculum for Career and Technical Education & Workforce Development students in Alabama schools. As one of the largest financial institutions serving the Southeast, we recognize that a key element in helping Alabama students participate at an entry level in the workforce is for a student to understand and be able to perform basic computer skills, including the use of Microsoft Office.

BancorpSouth is committed to our community, including helping students achieve skills and knowledge that will stabilize or expand our economy. As a financial institution, one area of expertise that is important for all levels of employment is the ability to use a computer, including the use of Microsoft Office word, excel, and PowerPoint.

We support your efforts to secure this certification for Microsoft Office Specialist and look forward, as a community partner, to help students have access to the best resources available to train them for employment.

Sincerely,

Nancy H. Lestrade  
Frist Vice President  
Recruiter
September 10, 2015

Alabama State Department of Education  
P.O. Box 302101  
Montgomery, AL 36130-2101

Dear Mrs. Dawn Morrison,

This letter is on behalf Choctaw County Board of Education and the Microsoft IT Academy certification program. Georgia-Pacific recognizes that programs which enrich children and offer them skills that translate to the work environment are essential for the growth of the educated work base in Choctaw County.

While these certifications would not guarantee a position within our administrative department, we feel that they help an applicant receive due consideration in the hiring process. Anytime a potential employee can show professional certifications in the career field they are applying for is a plus. The additional skills can sometimes be the deciding factor between two candidates; one with professional certifications and one without.

Regards,

Tim Chatlos  
Public Affairs Manager
September 9, 2015

Mrs. Dawn Morrison, Education Administrator
Alabama State Department of Education
P.O. Box 302101
Montgomery, AL 36130-2101

Dear Mrs. Morrison,

Thank you for the opportunity to have input on the Career Readiness Indicators review. It is important for the students to have the needed and required skills necessary to obtain a job. The job market in Monroe County, largely consist of clerical positions in local businesses. In my experience, these positions generally require basic computer skills; however, the employees that are most successful in their careers have strong computer skills and a working understanding of Microsoft programs.

I find that when evaluating job applicants, the advantage of an applicant having MOS credentials is paramount. I am eager to fill a position with a qualified applicant who is computer savvy and has the needed skills to meet their daily duties with confidence and proficiency. Knowing, understanding and being able to work with the various Microsoft programs is valuable to an employer. Our office personnel use these programs extensively on a daily basis. Those employees require very little on the job training once hired and become an immediate asset to the company.

Strong technology skills are not optional in the job market today, and are necessary to be successful in nearly every line of work. I think for anyone to have a strong advantage in securing a job, MOS credentials would be necessary. Thank you again for the chance to have input on the Career Readiness Indicators.

Respectfully,

Mike Mixon
Administrator
September 9, 2015

CAREER READINESS INDICATORS

To Whom It May Concern:

My name is Andrea Beasley and I currently work for First National Bank & Trust in Atmore, AL as a customer relations specialist. I became my career at the bank as a teller and I have work in various positions/departments throughout the bank for the past 19 years.

I also serve on the advisory committee for the business/marketing program at J. U. Blackshear School in Uriah, AL. As a member of this committee, we have discussed the needs of the workforce and how to better prepare our students for the future. I feel that one of the ways our career and technical education programs are meeting those needs is through credentialing.

In the banking business, we look for new employees that have the most skills to offers. Potential applicants that have achieved Microsoft Office Specialist (MOS) certification, specifically in Word and Excel, are given great consideration in the hiring process. It is recognized that achieving MOS certification conveys that they are not only savvy in those programs, but they are problem solvers and critical thinkers. It is my hope that this certification process will continue to be a part of our business/marketing programs throughout the state because they are providing entry-level workers with skills that are valuable to the workforce.

Sincerely,

Andrea Beasley
September 14, 2015

Mrs. Dawn Morrison, Education Administrator
Alabama Department of Education
PO Box 302101
Montgomery, AL 36130-2101

Dear Mrs. Morrison,

Currently, I serve on the Advisory Council for the Business Education Program at Excel High School. I am writing this letter in regards to the Career Readiness Indicator. Microsoft Office Specialist (MOS). To meet the needs of 21st Century Workplace, today students will have to master more than academic skills. With the demands of our job industry requiring experience, training or some other type of certification, students need to master employability skills as well. So, in my opinion, a student who receives the Career Readiness Indicator such as the Microsoft Office Credential could possibly meet the need of an employer for an entry-level position.

Sincerely,

Shirley A. Salter
Business Service Representative
Alabama Career Center
33 Outlet Drive
Monroeville, Alabama 36460
September 15, 2015

Mrs. Dawn Morrison, Education Administrator
Alabama State Department of Education
PO Box 302101
Montgomery AL 36130-2101

Dear Mrs. Morrison:

I would like to offer my support of MOS certification of students. Having the certification would give an applicant an advantage of not only getting an interview as well as possibly securing employment.

In our line of business, most employees must have some knowledge of spreadsheet and word application skills. I encourage this certification as it would help determining if an applicant has the basic skill level needed for most of the positions that we offer.

If you need any additional information, please do not hesitate to reach out to me.

Cathy Hamby
General Manager
Five Star Food Service, Inc
Cathy.hamby@5star-food.com
256-831-9310 ext 6023
Alabama Career Pathways

*Connections with Microsoft IT Academy*

The table below provides a view of the intersection and impact of IT Academy learning resources across the 16 federal Career Clusters and the Alabama Career Pathways. The color coding and levels (1-academic foundational level, 2-intermediate level, 3-comprehensive coverage) describe the degree and depth of IT Academy impact across the Career Clusters and Pathways.

- **Level 1** = IT Academy intersects with academic foundational level technical skills in the cluster
- **Level 2** = IT Academy intersects with a segment of intermediate industry-specific skills in the cluster
- **Level 3** = IT Academy provides comprehensive skills and certification coverage across the cluster

<table>
<thead>
<tr>
<th>Federal Career Clusters</th>
<th>Alabama Career Pathways</th>
<th>Microsoft IT Academy Impact</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agriscience</td>
<td>Agriscience</td>
<td>Foundation Level Information Technology (IT) Knowledge and Skills (e.g., digital literacy, IT/business applications, spreadsheets, word processing, presentations, publishing, internet, computer basics, Windows)</td>
</tr>
<tr>
<td>Agribusiness Management</td>
<td>Agribusiness Management</td>
<td>Foundation Level Knowledge and Skills (e.g., digital literacy, IT/business applications, spreadsheets, word processing, presentations, publishing, internet, computer basics, Windows)</td>
</tr>
<tr>
<td>Animal Science</td>
<td>Animal Science</td>
<td></td>
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<tr>
<td>Plant Science/Horticulture</td>
<td>Plant Science/Horticulture</td>
<td></td>
</tr>
<tr>
<td>Agricultural Mechanics</td>
<td>Agricultural Mechanics</td>
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</tr>
<tr>
<td>Forestry/Natural Resources</td>
<td>Forestry/Natural Resources</td>
<td></td>
</tr>
<tr>
<td>Veterinary Science</td>
<td>Veterinary Science</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Architectural Drawing &amp; Design</td>
<td>Foundation Level IT Knowledge and Skills (e.g., digital literacy, IT/business applications, spreadsheets, word processing, presentations, publishing, internet, computer basics, Windows)</td>
</tr>
<tr>
<td></td>
<td>Climate Control Systems Technology (HVACR)</td>
<td></td>
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<tr>
<td></td>
<td>Construction</td>
<td></td>
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<td></td>
<td>Metals Technology</td>
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<tr>
<td>Broadcast/Video Production</td>
<td>Broadcast/Video Production</td>
<td>Industry skills across multimedia development, including web and print publishing technologies</td>
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<tr>
<td>Graphic Communications</td>
<td>Graphic Communications</td>
<td></td>
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<tr>
<td>Graphical Design</td>
<td>Graphical Design</td>
<td></td>
</tr>
<tr>
<td>Administrative/Information Support</td>
<td>Administrative/Information Support</td>
<td>Comprehensive cluster coverage and technical skills development (e.g., digital literacy, full Microsoft Office Suite, depth of breadth skills, computer and technical support, MOS, MTA, MCTS, industry certifications)</td>
</tr>
<tr>
<td>Small Business Development</td>
<td>Small Business Development</td>
<td></td>
</tr>
<tr>
<td>Early Childhood Education</td>
<td>Early Childhood Education</td>
<td>Foundation Level IT Knowledge and Skills (e.g., digital literacy, IT/business applications, spreadsheets, word processing, presentations, publishing, internet, computer basics, Windows)</td>
</tr>
<tr>
<td>Teaching As A Profession</td>
<td>Teaching As A Profession</td>
<td></td>
</tr>
<tr>
<td>Financial Management – Accounting</td>
<td>Financial Management – Accounting</td>
<td>Industry technical skills for information processing, data management, data analysis</td>
</tr>
<tr>
<td>Financial Management – Services</td>
<td>Financial Management – Services</td>
<td></td>
</tr>
<tr>
<td>JROTC – Air Force</td>
<td>JROTC – Air Force</td>
<td>Foundation Level IT Knowledge and Skills (e.g., digital literacy, IT/business applications, spreadsheets, word processing, presentations, publishing, internet, computer basics, Windows)</td>
</tr>
<tr>
<td>JROTC – Army</td>
<td>JROTC – Army</td>
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<tr>
<td>JROTC – Marines</td>
<td>JROTC – Marines</td>
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<tr>
<td>JROTC – Navy</td>
<td>JROTC – Navy</td>
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</table>

Plus, industry skills for computer safety, security.
<table>
<thead>
<tr>
<th>Federal Career Clusters</th>
<th>Alabama Career Pathways</th>
<th>Microsoft IT Academy Impact</th>
</tr>
</thead>
</table>
| Health Science         | o Biotechnology Research & Development  
                         o Diagnostic Services  
                         o Health Informatics  
                         o Physical Medicine  
                         o Therapeutic Services – Emergency Services  
                         o Therapeutic Services – Medical Services  
                         o Therapeutic Services – Nursing | Foundation Level IT Knowledge and Skills (e.g., digital literacy, IT/business applications, spreadsheets, word processing, presentations, publishing, Internet, computer basics, Windows). Plus: Industry skills for database management, business intelligence, and data analysis (health informatics). |
| Hospitality & Tourism | o Culinary Arts  
                         o Travel Marketing & Lodging Management | Foundation Level IT Knowledge and Skills (e.g., digital literacy, IT/business applications, spreadsheets, word processing, presentations, publishing, Internet, computer basics, Windows). |
| Human Services         | o Consumer Services  
                         o Interior Design  
                         o Nutrition & Food Science  
                         o Personal Care Services – Cosmetology | Foundation Level IT Knowledge and Skills (e.g., digital literacy, IT/business applications, spreadsheets, word processing, presentations, publishing, Internet, computer basics, Windows). |
| Information Technology | o Computing  
                         o Computer Networking  
                         o Computer Systems & Support  
                         o Interactive Media | Comprehensive cluster coverage and technical skills mapping across computing, technical support, computer networking, enterprise administration and multimedia publishing (e.g., MCTS, MCITP industry credentials). |
| Public Safety, Corrections & Security | o Homeland Security & Emergency Services  
                         o Law & Justice | Foundation Level IT Knowledge and Skills (e.g., digital literacy, IT/business applications, spreadsheets, word processing, presentations, publishing, Internet, computer basics, Windows). Plus: Industry skills for computer safety, security. |
| Manufacturing          | o Manufacturing | Foundation Level IT Knowledge and Skills (e.g., digital literacy, IT/business applications, spreadsheets, word processing, presentations, publishing, Internet, computer basics, Windows). |
| Marketing              | o Fashion Marketing  
                         o Marketing & Management  
                         o Marketing Communications & Promotion  
                         o Sports & Entertainment Marketing | Foundation Level IT Knowledge and Skills (e.g., digital literacy, IT/business applications, spreadsheets, word processing, presentations, publishing, Internet, computer basics, Windows). Plus: Industry core skills in information and database management, business intelligence. |
| Manufacturing          | o Electronics  
                         o Engineering  
                         o Engineering Graphics & Design  
                         o Energy Systems | Industry skills in computer engineering, computer science and programming. |
| Transportation, Distribution & Logistics | o Aircraft Support  
                         o Collision Repair  
                         o Flight Operations  
                         o Maritime Studies  
                         o Marine Engine Technology  
                         o Transportation Logistical Operations  
                         o Transportation Logistical Support | Foundation Level IT Knowledge and Skills (e.g., digital literacy, IT/business applications, spreadsheets, word processing, presentations, publishing, Internet, computer basics, Windows). |
Microsoft Skills are in demand – Alabama!
Jobs in Demand by Technology

<table>
<thead>
<tr>
<th>Location</th>
<th>Google</th>
<th>Apple</th>
<th>CISCO</th>
<th>Adobe</th>
<th>Microsoft</th>
</tr>
</thead>
<tbody>
<tr>
<td>Birmingham</td>
<td>56</td>
<td>21</td>
<td>35</td>
<td>45</td>
<td>772</td>
</tr>
<tr>
<td>Huntsville</td>
<td>27</td>
<td>26</td>
<td>52</td>
<td>70</td>
<td>542</td>
</tr>
<tr>
<td>Mobile</td>
<td>13</td>
<td>8</td>
<td>17</td>
<td></td>
<td>278</td>
</tr>
<tr>
<td>Montgomery</td>
<td>11</td>
<td>9</td>
<td>16</td>
<td>4</td>
<td>223</td>
</tr>
<tr>
<td>Tuscaloosa</td>
<td>4</td>
<td>6</td>
<td>7</td>
<td></td>
<td>75</td>
</tr>
<tr>
<td>Madison</td>
<td>1</td>
<td>5</td>
<td>1</td>
<td></td>
<td>58</td>
</tr>
<tr>
<td>Bessemer</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>57</td>
</tr>
<tr>
<td>Auburn</td>
<td></td>
<td>11</td>
<td>2</td>
<td>7</td>
<td>48</td>
</tr>
<tr>
<td><strong>Alabama (Total)</strong></td>
<td><strong>165</strong></td>
<td><strong>291</strong></td>
<td><strong>147</strong></td>
<td><strong>193</strong></td>
<td><strong>3,032</strong></td>
</tr>
</tbody>
</table>

Source: Indeed.com, September 2015

Jobs will grow from 35.6 million jobs in 2009 to 47.4 million jobs by end of 2024.
Deployment Status Commentary
- Alabama has just renewed for a 4th year of the IT Academy program and its 2nd year of a partial state-wide MOS certification agreement.
- The percentage of schools testing has increased to 93%.
- Seventy-four (62 students, 12 teachers) have earned their Microsoft Office Master Certification.
- Five sessions will be delivered at the upcoming Summer Conference (ALA CTE) including Getting Started (new schools plus ConnectED schools), Bringing it all Together, and Computer Science Overview with capacity to train over 500 teachers.

OVERVIEW OF DEPLOYMENT

Top 5 Schools (Total Courses Completed)
- Tuscaloosa County High School (210)
- KDS, DAR High School (150)
- A. H. Parker High School (136)
- Spanish Fort High School (115)
- McKenzie School (90)

ONLINE LEARNING

Top 5 Courses
1. Beginner Skills in Word 2010
2. Word 2013 Essentials
3. Beginner Skills in PowerPoint 2010
4. Intermediate Skills in Word 2010
5. Intermediate Skills in PowerPoint 2010

CERTIFICATION

Most Popular Certifications
- Microsoft
- 21,987 Exams Used
- 12,517 Certifications Passed
- 448 Professional Development Exams Redeemed

REAL IMPACT IN EDUCATION WITH THE MICROSOFT IT ACADEMY PROGRAM

Training & Events
- ITA Advanced In-Person Training (January)
- ITA virtual training (On-going)
  - Getting Started with ITA and MOAC
  - IT Academy and Certification: Teacher Best Practices
  - Online Learning
  - IT Academy Q and A

420 Teachers Trained
The 2015 Microsoft Office Specialist (MOS) U.S. National Champions have been announced. The winners were named at the U.S. National Championship event in Orlando, Florida and the first place champions will travel to Dallas, Texas to compete in the MOS World Championship from August 9-12, 2015. See the Certiport site for updates: http://www.certiport.com/portal/continue/fulllist.php?mosworld%3C%2O%7Chome.html

As a reminder, and in an attempt to streamline the MTA certification program, the following exams are scheduled to retire on July 31, 2015:
- 98-363 MTA Web Development Fundamentals
- 98-372 MTA .Net Fundamentals
- 98-374 MTA Gaming Fundamentals

www.moschampionship.com

WW MOS COMPETITION

The following schools sent students to the 2015 Microsoft Office Specialist U.S. National Championship
June 18 – 20 in Orlando, Florida:
- Hoover High School
- Decatur City Schools
- Grissom High School
- Jackson High School
- B. B. Comer Memorial High School
- Vestavia Hills High School
- Enterprise High
- Muscle Shoals High School
- Alexandria High School
- Headland High School

IMPACT

New Microsoft IT Academy Member Site to Launch in Early August: We are migrating to a new Microsoft IT Academy program member site in early August. The new site was designed in collaboration with IT Academy members. It is a single, user friendly interface for members to access IT Academy benefit, academic curriculum, and Online Learning easily. The site is also offering a self-serve experience with improved navigation and functionality throughout.

PROGRAM UPDATES

Future Activities
- Virtual Trainings (Monthly)
- Computer Science Overview
- Summer Conference (July)

REAL IMPACT IN EDUCATION WITH THE MICROSOFT IT ACADEMY PROGRAM
MEDIA ADVISORY
November 15, 2012

ALABAMA STATE DEPARTMENT OF EDUCATION AND MICROSOFT ANNOUNCE NEW STATEWIDE TECHNOLOGY PROGRAM
Giving Students the Opportunity to Earn Professional Technology Credentials Before Graduating from High School

WHAT: Alabama State Department of Education and the Microsoft Corporation to announce the official launch of the Alabama Microsoft IT Academy Program. Alabama’s Microsoft IT Academy will provide opportunities for students to earn certifications in Microsoft product areas, such as Microsoft Excel, Microsoft Word, and Microsoft PowerPoint.

This program will be available in high schools statewide, and will provide students with the valuable “21st century” technical skills they need to be successful in both college and their future careers.

WHEN: Tuesday, November 20, 2012 at 1:00 p.m.

WHERE: Autauga County Technology Center
1301 Upper Kingston Road, Prattville, AL 36067

WHO: Governor Robert Bentley
Dr. Tommy Bice, State Superintendent of Education
Cameron Evans, Chief Technology Officer, Microsoft Education
Glenn Phillips, President, Forte, Inc.
Representatives, CTE Teacher and Student

CONTACT: Michael Sibley, Director of Communications, (334) 242-9950, or Ed Crenshaw (334) 353-5220, ecrenshaw@alsde.edu

WEBSITE: http://autaugatechnology.al.act.schoolinsites.com/

###
FOR IMMEDIATE RELEASE
November 20, 2012

ALABAMA DEPARTMENT OF EDUCATION AND MICROSOFT ANNOUNCE NEW STATEWIDE TECHNOLOGY PROGRAM

Students Now Have the Opportunity to Earn Professional Technology Credentials Before Graduating from High School

Montgomery, Ala. – Today, the Alabama Department of Education and the Microsoft Corporation formally announced the official launch of the Alabama Microsoft IT Academy Program. This new initiative is focused on further developing the overall technology skills of students.

Alabama’s Microsoft IT Academy Program will provide opportunities for students to earn certifications in Microsoft product areas, such as Microsoft Excel, Microsoft Word, and Microsoft PowerPoint. This program will be available in high schools statewide and will provide students with the valuable “21st century” technical skills they need to be successful in both college and their future careers.

Governor Robert Bentley said, “Offering industry certification to Alabama’s students will help to ensure growth in our workforce. Adding qualified individuals to local businesses will improve economic success.”

The Microsoft IT Academy Program will provide participating local school systems with access to Web-based instruction, software lab licenses, E-Learning, and official course materials. Course topics will range from computer basics to high-level programming and database management. Students will get hands-on experience with the latest Microsoft software and E-Learning resources. This program will also allow students to earn professional-level workplace credentials and technology skills before they graduate from high school.

“Through this program we can assure business and industry of a skill set in the area of technology and insure students entering college are equipped with the technical skills to succeed academically,” said State Superintendent of Education Tommy Bice.

This is the pilot year for this initiative. Currently, one school in each local school system throughout the state has the opportunity to participate in this program. Starting during the 2013-2014 school year, the Microsoft IT Academy Program will be expanded to additional schools.

“The Microsoft IT Academy program makes education more relevant to students so they can move from learning to earning,” said Cameron Evans, Chief Technology Officer for U.S. Education, Microsoft Corp. “Alabama schools, teachers and students are now at an advantage in keeping pace with changing technology and curriculum demands. The program also gives students equal access to the IT skills and certification they need to both prepare for advanced studies and to improve career opportunities with higher earning potential.”

IT certifications are increasingly being recognized as valuable credentials nationwide. Many universities now ask that incoming students be proficient in technology areas, such as Excel and PowerPoint, before applying for admissions. This initiative is important because it will help Alabama’s students to be better prepared for their futures.

— more —
The Microsoft IT Academy Program works to bridge the gap between education and the real-world-of-work, by equipping students with the technology-based skills needed for successful careers in today's highly competitive job market.

**Benefits of Program**

Students will have access to official course materials that can help them prepare to acquire industry-recognized Microsoft Office Specialist, Microsoft Technology Associate, or Microsoft Certified Professional certifications. The program also focuses on helping students become both college- and career-ready.

**Benefits to schools participating in the Microsoft IT Academy**

Access to many programs, including the following:

- IT Academy Members’ website
- E-Learning curriculum, with more than 1,500 online, multimedia courses to choose from, including games, simulations and videos to provide students with a hands-on learning experience
- Microsoft Digital Literacy curriculum for students who are new to computing skills
- Microsoft E-Reference Library, a searchable library of more than 120 Microsoft Press books. Each school will receive five subscriptions
- Access to MSDN Academic Alliance (MSDN AA), a program providing students and teachers in STEM disciplines with access to Microsoft software developer tools and platforms under the MSDN AA license

Alabama is the seventh state in the U.S. to be invited to participate in this innovative program.

To learn more about Alabama's new Microsoft IT Academy Program, contact Alabama State Department of Education Career and Technical Education Administrator Dawn Morrison, at 334-242-9109 or dmorrison@alsde.edu.

*Special note to media professionals:* For more information, news and perspectives from Microsoft, please visit the Microsoft News Center at [http://www.microsoft.com/news](http://www.microsoft.com/news). Web links, telephone numbers and titles were correct at time of publication, but may have changed. For additional assistance, journalists and analysts may contact Microsoft's Rapid Response Team or other appropriate contacts listed at [http://www.microsoft.com/news/contactpr.mspx](http://www.microsoft.com/news/contactpr.mspx).

###
Alabama Department of Education and Microsoft Announce New Statewide Technology Program

MONTGOMERY, Ala., and REDMOND, Wash. — Nov. 20, 2012 — The Alabama Department of Education and Microsoft Corp. today formally announced the official launch of the Alabama Microsoft IT Academy Program. This new initiative is focused on further developing the overall technology skills of students.

Alabama's Microsoft IT Academy will provide opportunities for students to earn certifications in Microsoft product areas, such as Microsoft Excel, Microsoft Word and Microsoft PowerPoint. This program will be available all high schools statewide and will provide students with the valuable 21st century technical skills they need to be successful in both college and their future careers.

Gov. Robert Bentley said, "Offering industry certification to Alabama's students will help ensure growth in our workforce. Adding qualified individuals to local businesses will improve economic success."

The Microsoft IT Academy Program will provide participating local school systems with access to Web-based instruction, software lab licenses, e-learning and official course materials. Course topics will range from computer basics to high-level programming and database management. Students will get hands-on experience with the latest Microsoft software and e-learning resources. This program will also allow students to earn professional-level workplace credentials and technology skills before they graduate from high school.

"Through this program, we can assure business and industry of a skill set in the area of technology and ensure students entering college are equipped with the technical skills to succeed academically," State Superintendent of Education Tommy Bice said.

Pilot Year for This Initiative

Currently, one school in each school system throughout the state has been selected is participating in this program. Starting in the 2013–2014 school year, the Microsoft IT Academy Program will be expanded to additional schools.
"The Microsoft IT Academy Program makes education more relevant to students so they can move from learning to earning," said Cameron Evans, chief technology officer for U.S. Education, Microsoft. "Alabama schools, teachers and students are now at an advantage in keeping pace with changing technology and curriculum demands. The program also gives students equal access to the IT skills and certification they need to both prepare for advanced studies and to improve career opportunities with higher earning potential."

IT certifications are increasingly being recognized as valuable credentials nationwide. Many institutions in Alabama are requiring freshmen students to pass a computer proficiency exam. This initiative is important because it will help Alabama's students be better prepared for their futures.

The Microsoft IT Academy Program works to bridge the gap between education and the real world of work by helping to equip students with the technology-based skills they'll need for successful careers in today's highly competitive job market.

Benefits of Program

Students will have access to official course materials that can help them prepare to acquire industry-recognized Microsoft Office Specialist, Microsoft Technology Associate or Microsoft Certified Professional certifications. The program also focuses on helping students become both college- and career-ready.

Benefits to Schools Participating in the Microsoft IT Academy

Microsoft IT Academy provides schools and educators the necessary training and resources they need to offer students instruction on the latest IT and business applications. Benefits include access to many programs, such as the following:

- IT Academy members' websites.

- E-learning curriculum — with more than 1,500 online multimedia courses to choose from, including games, simulations and videos — to provide students with a hands-on learning experience.

- Microsoft Digital Literacy curriculum for students who are new to computing skills.

- Microsoft E-Reference Library, a searchable library of more than 600 Microsoft Press books. Each school will receive five subscriptions.

- Access to Microsoft DreamSpark, a program providing students and teachers in science, technology, engineering and mathematics disciplines with access to Microsoft software developer tools and platforms under the DreamSpark license designed for academic institutions.

Alabama is the seventh state in the U.S. to participate in this innovative program.
Those interested in learning more about Alabama’s new Microsoft IT Academy Program should contact Alabama State Department of Education Career and Technical Education Administrator Dawn Morrison at (334) 242-9109 or dmorrison@alsde.edu.

Founded in 1975, Microsoft (Nasdaq “MSFT”) is the worldwide leader in software, services and solutions that help people and businesses realize their full potential.

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STATE OF ALABAMA
DEPARTMENT OF EDUCATION

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ALABAMA HIGH SCHOOL STUDENT FIRST
TO EARN PROFESSIONAL MICROSOFT CERTIFICATION

Montgomery, Ala. – Last week, Bryan Keenum, a tenth grade student at Decatur High School, received some great news — he found out that he is now the first student in Alabama to earn Microsoft Master Level Certification. This is a great accomplishment.

To earn this certification, individuals must demonstrate their technology and computer proficiency by passing four challenging (and very intense) professional exams.

This certification validates that this Alabama student is an expert in Microsoft Office Excel and Word and also earned passing scores in Access and PowerPoint. These well-established computer software applications are used extensively in business and also in millions of households worldwide.

"Bryan expressed a real interest in starting this certification process in April," said his Business Education Teacher Kimberly Moody. "Bryan was enrolled in my Business Technology Applications class and started with Word 2010 certification. He did so well that he continued to gain other certifications. He became interested in computers about six years ago in elementary school."

To see a graphic that outlines exactly what Keenum has accomplished, visit: https://docs.alsde.edu/documents/52/Student%20Awarded%20Microsoft%20Office%20Master%20Certification.pdf.

When not at school or attending football games or other special events with his family and friends, Keenum works with his church in managing its Web site. He has also created his own personal Web site, which offers computer training to individuals. He wants to pursue a career in a computer-related field when he graduates from high school.

"I have always been interested in computers, and this certification has given me extra confidence in my abilities," said Keenum. "These certifications have given me an opportunity to take a college-level course next semester!"

In 2012, the Alabama State Department of Education and the Microsoft Corporation formally announced the official launch of the Alabama Microsoft IT Academy Program. This program has worked to provide students the valuable "21st century" skills needed to be successful in both college and their future careers.

"As his teacher, I could not be more proud," said Moody. "The Microsoft Master Level Certification is a goal that many adults cannot reach, and this 15-year-old student has succeeded with great dedication and self-determination."

To learn more about Alabama’s Microsoft IT Academy Program, contact the Alabama State Department of Education Career and Technical Education Administrator Dawn Morrison at 334-242-9109 or Alabama CTE Education Specialist Niketa Dean at ndean@alsde.edu.

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opportunity for a Human Resources Assistant in our Scottsboro, AL, facility.

This position reports directly to our Human Resources Manager and is responsible for keying weekly changes in Oracle in a timely and accurate manner; maintaining the personnel files of our employees; and administering the job bidding process. This position is also responsible for various clerical functions including typing, answering telephones, issuing reports, and maintaining databases.

Qualified candidates will possess a minimum of a high school diploma, with an Associate’s Degree being preferred, 5 years of administrative experience, excellent oral and written communication skills, and superior computer skills utilizing Microsoft Software, Excel, Word, and Access; Oracle experience preferred. The ability and proven experience in maintaining confidential information, working well under pressure, making independent decisions, and handling change.
Atlas Roofing Corporation is an innovative, customer-oriented manufacturer of residential and commercial building materials. Atlas has grown from a single roofing shingle manufacturing facility in 1982 into an industry leader with 19 plants in North America and worldwide product distribution.

We are seeking a Production Supervisor for our Sylacauga, AL plant.

Primary Responsibilities
- Supervises shift employees and activities to achieve or exceed determined standards for producing quality products in a safe manner and within customer specifications
- Assigns and maintains work flows, checks progress and quality of work, assists employees in the course of their daily activities and ensures compliance with production schedules
- Ensures proper job sequence and work set-up, verifies accuracy of work and time card information, records overtime work, maintains flow of finished goods to shipping
- Investigates and eliminates production variability resulting in downtime and/or below standard measurements and determines remedial actions. Requests maintenance assistance as required
- Ability to think through issues and develop solutions in a timely manner
- Ability to work with others and utilize group dynamic to form solutions
- Ability to perform basic arithmetic (addition, subtraction, multiplication, division) and calculate percentages and add, subtract, multiply and divide decimals
- Ability to read and interpret policies and procedures
- Ability to present information and respond to questions from employees Proficient in Microsoft Word, Excel and Power Point

Education, Licenses & Certifications
- High School Diploma or GED required
- Completion of some college level courses preferred

Additional Information
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