

DEPARTMENT OF EDUCATION
P. O. BOX 2120
Richmond, Virginia 23218-2120

CAREER AND TECHNICAL EDUCATION MEMO NO. 043-13

DATE: March 8, 2013

TO: CTE Administrators

FROM: Lolita B. Hall, Director
Office of Career and Technical Education Services

SUBJECT: **Announcing Microsoft Information Technology (IT) Academy and
Certiport Face-to-Face Training Sessions**

The Virginia Department of Education (VDOE) in partnership with Microsoft and Certiport is pleased to offer four face-to-face training sessions as follows:

Training Dates and Locations:

<p>April 23, 2013 9 a.m. to noon & 1 to 4 p.m. Campbell County Public Schools Campbell County Technology Center 194 Dennis Riddle Drive, Rustburg, VA 24588 (434) 821-6213 Click here for directions</p>	<p>April 25, 2013 9 a.m. to noon & 1 to 4 p.m. Virginia Beach City Schools Advanced Technology Center 1800 College Crescent, Virginia Beach, VA 23453 (757) 648-5800 Click here for directions</p>
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The goal of the Microsoft session is to help teachers get started in the IT Academy program and support ongoing technology education spanning computer basics to high-level programming for students, teachers, and other education professionals.

The goal of the Certiport session is to focus on how to get started and be successful as a Certiport Testing Center in order to administer the Microsoft Office Certification exams.

Each of the training sessions will be three hours and will be available in either a morning session from 9 a.m. to noon or an afternoon session from 1 p.m. to 4 p.m. Meals and travel expenses are the responsibility of the individual or the local school division. The target audience for the training sessions is teachers, school administrators, and CTE Directors. Registration is limited to one per school until the deadline. At that time, if all spaces are not filled, additional registrations up to three from each school will be allowed on a first-come, first-served basis. It is the responsibility of schools wishing to send more than one representative to check for space availability after the registration deadline.

Online registration is available at

<http://www.logicdepot.com/surveys/run/start.cfm?skey=RCR1M-SDPSY>. You also may access the registration link on the Career and Technical Education Web page at the Virginia Department of Education Web site at

http://www.doe.virginia.gov/instruction/career_technical/index.shtml. A reply e-mail will be sent to you to confirm registration and provide information on training locations and directions.

If you have questions regarding the training sessions, please contact Joseph Wharff, school counseling connections specialist, at CTE@doe.virginia.gov or by telephone at 804-225-3370.

LBH/sgj

Virginia Department of Education
MICROSOFT IT ACADEMY (MSITA) AND CERTIFICATION TRAINING
April 23 & 25, 2013

IT ACADEMY PROGRAM SESSIONS: 9 a.m. and 1 p.m.

Topics include:

Getting Started

- Exploring the Microsoft IT Members Web site and resources
- Accessing the MSITA resources from the Virginia CTE resources page

E-Learning

- Designing your e-learning portal
- Essential Tips/Tricks
- Using Video Lessons

Overview of MSITA Modules: Computer Basics and Beyond

- Basic functionality of computers, terminology, performance features, operating systems, and emerging career opportunities that require computer competencies.
- Internet safety and the World Wide Web.
- Telecommunication skills and the Digital Experience.

MSITA Modules for Your Program Area

- Customizing your E-Learning Instruction
- Using Word in the workplace: Resumes, mail merge, tables, and letters
- Using Publisher in the workplace: Brochures, flyers, advertisements
- Using PowerPoint in the workplace: Presentations and multimedia.

CERTIPORT SESSIONS: 9 a.m. and 1 p.m.

Topics include:

Basic Information

- School registration to become a testing center
- Administering the Exam in the testing center
- Reporting of student results on certification tests

Best Practices in Promoting Certification

- The value of certification in your classroom
- Ideas on how to promote certification
- Sharing successes from MOS Certification

Microsoft Certification Exam Testing

- Attendees will have the opportunity to take a certification exam in one of the Microsoft Office applications using an exam voucher from your Microsoft IT Academy benefits account.