Industry Certifications for VEI and VEJV

Presented By:

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Agenda

- **Introduction to Industry Certifications**

- **Integration with VEI and VEJV Curriculum**

- **Practice and Certification platforms**

- **Hands-on Practice**

Industry Certifications

What Are Industry Certifications?

- **Recognized by industry leaders and organizations**
- **Verifiable by employers**
- **Relevant and up to date technology**
- **Hands-on or simulation based (Live in the App)**

Certiport Certifications
Microsoft Office Suite
Microsoft Technology Associate Exams
QuickBooks
Adobe Creative Cloud Suite
Entrepreneurship Small Business (ESB) Exam
Autodesk Suite
Additional Certs

Objective Based

Microsoft Office Specialist

CERTIPORT
A Pearson VUE business

Word 2016: Core Document Creation, Collaboration and Communication; Exam 77-725

Successful candidates for the Microsoft Word 2016 exam have approximately 150 hours of instruction and hands-on experience with the product. They will demonstrate the correct application of the principle features of Word 2016 by creating and editing 2- to 3-page documents for a variety of purposes and situations. Document examples include professional-looking reports, multi-column newsletters, résumés, and business correspondence.

MOS 2016 certification exams introduce a new performance-based format for improved testing of a candidate's knowledge, skills and abilities using the MOS 2016 programs:

- MOS 2016 exam task instructions generally do not include the command name as in previous versions. For example, function names are avoided, and are replaced with descriptors. This means candidates must understand the purpose and common usage of the program functionality in order to successfully complete the tasks in each of the projects.
- The MOS 2016 exam format incorporates multiple projects.

Objective Domains

Microsoft Office Specialist certification is the only official Microsoft-recognized certification for Microsoft Office globally.

Microsoft
Office Specialist

Create and Manage Documents		
1.1	**Create a Document**	
	1.1.1	Create a blank document
	1.1.2	Create a blank document using a template
	1.1.3	Open a PDF in Word for editing
	1.1.4	Insert text from a file or external source
1.2	**Navigate Through a Document**	
	1.2.1	Search for text
	1.2.2	Insert hyperlinks
	1.2.3	Create bookmarks
	1.2.4	Move to a specific location or object in a document
1.3	**Format a Document**	
	1.3.1	Modify page setup
	1.3.2	Apply document themes
	1.3.3	Apply document style sets
	1.3.4	Insert headers and footers
	1.3.5	Insert page numbers
	1.3.6	Format page background elements
1.4	**Customize Options and Views for Documents**	
	1.4.1	Change document views
	1.4.2	Customize views by using zoom settings
	1.4.3	Customize the Quick Access toolbar
	1.4.4	Split the window
	1.4.5	Add document properties
	1.4.6	Show or hide formatting symbols

Integration with VEI and VEJV

How does this relate to my curriculum/class?

- **Enhancing your class:**
  - VEI and VEJV is relevant, work-based, career readiness focused, hands-on curriculum.
  - Verifiable certifications in software and/or applications recognized by business leaders and organizations.

VEI and VEJV

- **VEJV:**
  - 7th grade curriculum includes units on PowerPoint, Word, and Excel.
  - Microsoft Office Specialist 2016 exams
  - Entrepreneurship and Small Business (ESB) exam

- **VEI:**
  - Microsoft Office Specialist 2016 exams
  - Intuit QuickBooks Exam
  - ESB exam
  - Adobe Creative Cloud Exams (Photoshop, InDesign, Illustrator, etc).

Strategies

- **Supplementary/Enrichment:**
  - Students have full access to the Industry Certification materials but it is offered as an enrichment or supplementary option to the every day curriculum
  - Students use down-time in class or their own time at home to practice and training

- **Mandatory:**
  - Dedicated days to training, practice, learning products to get certified
  - Grades assigned for practice assessments and training/curriculum
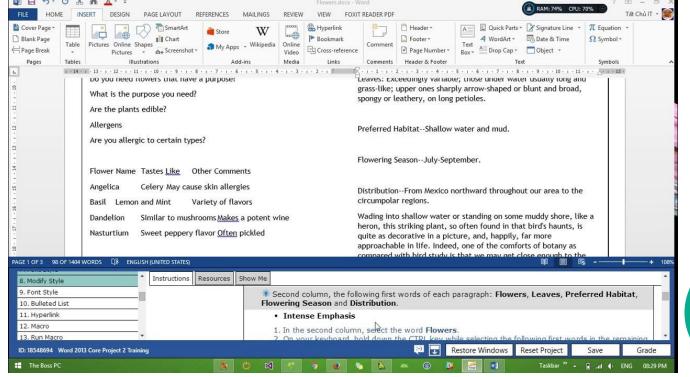 - Progress tracked

Rezetas de Carmen

GMetrix

- **Practice and Training Platform:**
  - Practice Tests
  - Host platform for the LearnKey Curriculum
  - Assessment tool used to determine a students readiness for the certification exam
  - Simulates the real exam

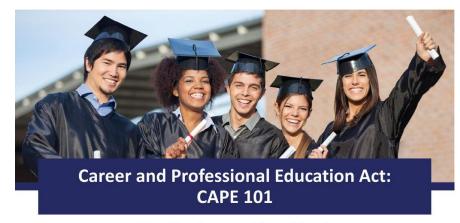# Certiport

- **Certification Agency:**
  - Works with Industry recognized products (MOS, Adobe, QuickBooks)
  - Certification exams available for purchase
  - Work nationally with K12 institutions
  - Able to set up your school and lab as a Certiport Approved Testing Center (CATC) so you can offer certifications in house

State Based Incentive Programs

- **Recommended to research and identify any incentive programs for your state:**
  - Florida Example
  - Many other states are offering similar incentives to grow Career and Technical Education (CTE) and Industry Certifications (IC).

Career and Professional Education Act: CAPE 101

Tara Goodman and Sean Friend

2016 FACTE Conference

FLORIDA DEPARTMENT OF EDUCATION
fldoe.org

www.FLDOE.org

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Practice on GMetrix as a Student

- ## Go to www.gmetrix.net

  - Click on the "**Sign Up**" Button under the login options

  - Once you account is created and you log in, please redeem the following free trial code, good until September:

GetCertifiedNYC