

Microsoft | IT Academy Program

Global Benefits Guide 2007–2008

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A Note to Educators

At Microsoft, we recognize that it is no easy task for academic institutions to provide the relevant and engaging computing courses students need today to expand their life skills and enhance their employment opportunities. Academic institutions are the center of the skills development ecosystem, working with communities, education stakeholders, and local industries to transform learning into real-world employment skills in a way that resonates with today's students.

The Microsoft IT Academy Program evolved under the guidance of educators with the core mission to help enable academic institutions to offer world-class computer technology curriculums enriched with real-world skills. Microsoft IT Academies are provided with the infrastructure and information needed to craft the right course offerings, align to industry hiring needs, and deliver a dynamic learning experience to a diverse community of students, all in the context of the most cutting-edge Microsoft technologies in demand today.

Educators and students are the center of the Microsoft IT Academy Program. Program benefits are designed to enable instructors to plan, manage, and deliver courses effectively and efficiently, using the latest in time-saving pedagogy. Benefits provide students with a rich and resonant learning experience, using not only the best available textbooks, but also e-learning and software so that students garner hands-on experience with Microsoft industry-leading products. The curriculum alignment to industry values of Microsoft ensures that the skills achieved can be validated both in terms of personal accomplishment, and for professional qualification for potential employers.

In the following pages, we invite you to explore the Microsoft IT Academy Program benefits in greater detail. We hope you find that the benefits offered are compelling and of value for your institution. We look forward to welcoming you into the Microsoft IT Academy community, and to collaborating with you to improve student access to technology skills for the future, today.

Sincerely,

Jim LeValley

World Wide Program Manager

Microsoft IT Academy

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Introduction

Microsoft IT Academy membership provides comprehensive resources and special savings for academic institutions to help enable innovative IT education. This guide provides an outline of the key program benefits and requirements to help you assess whether the program is a match for your institution's needs. The latest version of this Benefits Guide and additional program information can be found at www.microsoftitacademy.com.

Once you become a member of the Microsoft IT Academy Program, you will receive the detailed information you need to implement the program benefits at your institution. The Implementation Guide and other program information can be accessed through our members Web site at <http://members.microsoft.com/itacademy>. You will need your IT Academy member ID number to access this site.

Program Overview

The Microsoft IT Academy Program works with academic institutions to offer top-quality education programs on Microsoft technologies in order to help students reach their academic and career potential. The program enables academic institutions to:

- **Offer world-class technology curriculum** to help students acquire cutting-edge, job relevant IT skills
- **Provide rich online learning resources** for anytime, anywhere learning for both student hands-on learning and for instructor professional development
- **Link academic learning to real-world job skills** to help students graduate with the IT skills they need to become successful in today's job market
- **Create a skilled workforce for employers** so that applicants with the right technology education and skills are available in the workforce
- **Connect students and instructors to Microsoft** for continued engagement for lifelong personal and professional technology skills development

The Microsoft IT Academy program provides the tools we need to deliver the highest quality IT training

--Randy Graves, Instructor
North Idaho College

Program Levels

Microsoft IT Academy membership is available at two levels: **Advanced** and **Essential**.

The Advanced level provides benefits for institutions that teach Microsoft Certification based IT professional and developer courses.

The Essential level provides benefits for institutions that teach Microsoft Office courses. Specific benefits for each program level are detailed on the following pages.

Benefits Overview

Each membership level offers a variety of tools and resources to support your institution in delivering quality training for Microsoft technologies

Language Note: Some program benefits may be available only in English. Please check in the *Benefits in Detail* section below for basic information on localized availability, and with your Microsoft Regional Customer Service Center for benefit availability in your language. Find more information at www.microsoftitacademy.com.

Worldwide Microsoft IT Academy benefits	Advanced level*	Essential level
Curriculum		
<p>Microsoft E-Learning portfolio</p> <p>The extensive e-learning portfolio provides rich multimedia courses that include simulations, games, videos, and interactive text to help students master skills and provide instructors with ongoing professional development opportunities. The Essential level portfolio provides courses on Microsoft Office Professional Edition 2003, Office Professional 2007, Windows XP, and Windows Vista. The Advanced level portfolio includes these courses, plus an extensive portfolio of IT professional and developer courses.</p>	•	•
<p>Instructor e-learning course management tool</p> <p>Instructors directly manage student access to e-learning courses by providing student-level or class-level access codes. Instructors can drop and add students, create access codes, and deliver group e-mail messages.</p>	•	•
<p>Microsoft Digital Literacy</p> <p>The Microsoft Digital Literacy curriculum provides essential computing skills for learners new to computing. The flexible e-learning, assessment, and downloadable Microsoft Word formats enable instructors to adapt and assign Digital Literacy lessons for students who may not have these skills already or who may need remedial help.</p>	•	•
<p>Microsoft Official Courseware (MOC) (fees apply)</p> <p>Each Microsoft IT Academy receives special pricing for MOC offerings, including courseware, seminars, workshops, and clinics.</p>	•	
<p>Academic textbooks (fees apply)</p> <p>Available only to academic institutions, the Microsoft Official Academic Course (MOAC) series provide the perfect curriculum for semester- and quarter- based courses. Supplements include an instructor resource center, teaching notes, virtual labs, assessments, and sample syllabi.</p>	•	•
Software and resources		

<p>Lab licenses Advanced level members can request up to 100 licenses for Microsoft Windows server and client products, including Windows Vista Business for classroom use. *See license note in the Global Benefits Guide.</p> <p>Essential level members can request up to 50 licenses for Office Professional Edition 2003 and/or Office Professional 2007 for classroom use. *See license note in the Global Benefits Guide.</p>	•	•
<p>MSDN Academic Alliance (MSDN AA) This software subscription benefit enables students and faculty to install and use Microsoft platform, server, and developer products on their personal computers, for classroom and project use.</p>	•	
<p>Microsoft TechNet Members receive TechNet Direct at a promotional discount. This downloadable version of TechNet enables members to download a library of Microsoft Knowledge Base articles, service packs, how-to articles, security updates, resource kits, tools, and utilities.</p>	•	
Certification exams		
<p>Microsoft Certifications Academic institutions receive academic pricing on select Microsoft Certification exams. Discounts vary depending on exam type and geographic location.</p>	•	
Instructor professional development		
<p>Microsoft Office Specialist Master Instructor (MMI) The MMI certification is for individuals who are, or aspire to be, teachers or trainers on Microsoft Office 2003. Each IT Academy receives one MMI membership and a 25 percent discount on additional MMI memberships for qualified instructors.</p>		•
<p>Microsoft Certified Trainer (MCT) Microsoft Certified Trainers (MCTs) are the premier technical and instructional experts in Microsoft products, technologies, and solutions. Each IT Academy receives one MCT membership and a 25 percent discount on additional MCT memberships for qualified instructors. At the Essential level, instructors with certifications on the 2007 Microsoft Office system are now eligible for MCT membership.</p>	•	•
Marketing resources		
<p>Welcome Kit Members receive a welcome letter, plaque and posters to set up and showcase their IT Academy membership.</p>	•	•
<p>Microsoft IT Academy program members logo Members receive access to the Microsoft IT Academy logo for marketing use.</p>	•	•

IT Academy locator

Prospective students can quickly locate Microsoft IT Academy institutions in their areas. The tool is located on www.microsoftitacademy.com

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* Advanced level does not include Essential level in some regions.

Microsoft IT Academy Benefits in Detail

The following pages provide a deeper view into the rich benefits program the Microsoft IT Academy affords. As in the table above, benefits are organized as:

- Curriculum
- Software & Resources
- Certification
- Instructor Professional Development
- Marketing Resources

Becoming a Microsoft IT Academy reinforces our school's commitment to teaching technology in the classroom. We can offer students certified computer training courses that give them globally recognized qualifications.

--Helen Renehan, Principal
Loreto Secondary School

If you have questions about any particular benefit, please contact your local Regional Service Center; see the *Contact Information* section later in this document.

Microsoft E-Learning Portfolio

Microsoft IT Academy members receive unlimited access to a selection of Microsoft award-winning e-learning courses specially chosen for their alignment to technology courses typically taught at Microsoft IT Academies. This year, the vastly-expanded portfolio offers over 250 e-learning courses organized into collections that align to typical IT Academy semester- or quarter- based courses. Students will find that the multimedia learning experience adds a rich, interactive dimension to the class concepts, and enables them to get more hands-on practice with the concepts and skills they need. Instructors may use the e-learning to expand their professional skills and concepts, and to garner ideas for the classroom.

The e-learning portfolio at the Essential level includes:

- Information worker courses on both Microsoft® Office 2003 and the 2007 Office system applications, including Word, Excel, Outlook, PowerPoint, and Access
- Information worker courses on both Windows® XP Professional and Windows Vista™

The e-learning portfolio at the Advanced level includes:

- IT Professional courses on Windows® Server 2003, Windows® XP Professional, Windows Vista™, Internet Explorer 7.0, Exchange Server 2007 and SQL Server 2005, among others
- Developer courses on SQL Server 2005, ASP.NET and ASP.NET 2.0; Visual Studio.NET and Visual Studio 2005; and the .NET Framework 2.0, among others

The e-learning platform is available in 9 languages: English, Latin American Spanish, Brazilian Portuguese, Japanese, Simplified Chinese, Korean, German, French, and Italian. At the Essential level, most of the core Office 2003 and 2007 Office system courses are also available in these languages. At the Advanced level, some Exchange Server, SQL Server, and Windows Server 2003 e-learning courses are also available in Latin American Spanish, Japanese, German, and French.

Essential Level e-learning Courses

Product	Collection Title	Courses
Windows XP		
4119	Core Training for Microsoft® Windows XP Professional SP2*	1
4120	Core Training for Microsoft® Windows XP Professional*	1
Windows Vista		
5257	Core Training for Microsoft Windows Vista™ Client*	1
3392	Working with Windows Vista	1
2007 Office system		
5262	What's New in Microsoft® 2007 Office System*	8
5258	Core Training for Microsoft® Office Word 2007**	6
5259	Core Training for Microsoft® Excel® 2007**	6
5261	Core Training for Microsoft® Outlook® 2007**	6
5260	Core Training for Microsoft® Office PowerPoint® 2007**	6
5263	Core Training for Microsoft® Office Access 2007	4
5268	Core Training for Microsoft® Office InfoPath® 2007	4
5264	Core Training for Microsoft® Office Project 2007	4
5266	Core Training for Microsoft® Office SharePoint® Designer 2007	4
5265	Core Training for Microsoft® Visio® 2007	4

Office 2003		
4105	Core Training for Microsoft Word 2003*	1
4106	Core Training for Microsoft® Excel® 2003*	1
4100	Core Training for Microsoft® Access® 2003 Fundamentals*	1
4104	Core Training for Microsoft® Outlook® 2003*	1
4103	Core Training for Microsoft® PowerPoint® 2003 *	1
4102	Advanced Training for Microsoft® Word 2003*	1
4101	Advanced Training for Microsoft® Excel® 2003*	1
4107	Advanced Training for Microsoft® Outlook® 2003*	1

* Course available in English, Latin American Spanish, Brazilian Portuguese, Japanese, Simplified Chinese, Korean, German, French, and Italian.

** Course available in English, Latin American Spanish, Japanese, German, French, and Italian.

Advanced Level e-learning Courses

Product	Collection Title	Courses
Advanced level Courses (MCDST)		
Windows XP Professional		
2261	Supporting Users Running the Microsoft® Windows® XP Operating System	1
2262	Supporting Users Running Applications on a Microsoft® Windows® XP Operating System	1
2263	Exam Preparation for the MCDST Certification	1
2285	Installing, Configuring, and Administering Microsoft® Windows® XP Professional	1
Advanced level Courses (IT Professional)		
Exchange 2003		
5148	Implementing a Microsoft® Exchange Server 2003 Messaging Environment*	7
5149	Managing a Microsoft® Exchange Server 2003 Messaging Environment*	7
Exchange 2007		
5051	Monitoring and Troubleshooting Microsoft Exchange Server 2007	5
5093	Installing and Configuring Microsoft Exchange Server 2007	7
5094	Managing Microsoft Exchange Server 2007	8
5097	Upgrading Core Skills to Microsoft® Exchange Server 2007	6
Internet Security & Acceleration Server 2004		
2826	Upgrading to Microsoft® Internet Security and Acceleration Server 2004*	1
SQL Server 2005		
2778	Writing Queries Using Microsoft® SQL Server™ 2005 Transact-SQL	8
2786	Designing a Microsoft SQL Server 2005 Infrastructure*	7
2787	Designing Security for Microsoft SQL Server 2005	6
2788	Designing High Availability Database Solutions Using Microsoft SQL Server 2005	8
2789	Administering and Automating Microsoft® SQL Server™ 2005 Databases and Servers	2
2790	Troubleshooting and Optimizing Database Servers Using Microsoft® SQL Server™ 2005	6
2936	Installing and Securing Microsoft® SQL Server™ 2005**	1
2937	Administering and Monitoring Microsoft® SQL Server™ 2005**	1
2938	Data Availability Features in Microsoft® SQL Server™ 2005**	1
Windows Server 2003		
2274	Managing a Microsoft Windows Server 2003 Environment	1
2275	Maintaining a Microsoft Windows Server 2003 Environment	1
2276	Implementing Windows Server 2003 Network Infrastructure: Network Hosts	1
2277	Implementing, Managing, and Maintaining Windows Server 2003 Network Infrastructure: Network Services	1

2278	Planning and Maintaining a Microsoft Windows Server 2003 Network Infrastructure*	11
2279	Planning, Implementing, and Maintaining a Microsoft Windows Server 2003 Active Directory Infrastructure*	10
2282	Designing a Microsoft Windows Server 2003 Active Directory and Network Infrastructure	1
2830	Designing Security for Microsoft Networks	1
Windows Vista		
5103	Upgrade Skills to Configure Windows Vista™	8
5104	Upgrade Skills to Support Windows Vista™ Consumers	1
5106	Upgrading Enterprise Desktop Support Skills to Windows Vista™	1
5347	Installing and Configuring Windows Vista™	6
5354	Configuring Windows Vista™ Networking and Security	5
5360	Configuring Windows Vista™ Applications and Devices	5
5366	Maintaining and Troubleshooting Desktops Running Windows Vista™	6
5372	Deploying Windows Vista™ Desktop Images and Applications	7
5379	Supporting Windows Vista™ for the Consumer Support Technician	5

* Course available in English, Latin American Spanish, Japanese, German, and French.

** Course available in English and French.

Product	Collection Title	Courses
Advanced level Courses (Developer)		
ASP.NET 2.0		
3201	Developing Microsoft® ASP.NET 2.0 Web Applications	9
ASP.NET		
2310	Developing Microsoft® ASP.NET Web Applications Using Visual Studio® .NET	1
2524	Developing XMS Web Services Using Visual Studio® .NET	1
Visual Studio 2005		
2541	Core Data Access with Microsoft® Visual Studio® 2005	8
2542	Advanced Data Access with Microsoft® Visual Studio® 2005	6
2543	Core Web Client Development with Microsoft® Visual Studio® 2005	9
2544	Advanced Web Client Development with Microsoft® Visual Studio® 2005	5
2546	Core Windows Client Development with Microsoft® Visual Studio® 2005	9
2547	Advanced Windows Client Programming with Microsoft® Visual Studio® 2005	6
.NET Framework 2.0		
5160	Core development with the Microsoft® .NET Framework 2.0 Foundation	6
5161	Advanced development with the Microsoft® .NET Framework 2.0 Foundation	9
Visual Studio.NET		
2389	Programming with Microsoft ADO.NET	1
2555	Developing Microsoft.NET Applications for Windows® (Visual C#.NET)	1
2565	Developing Microsoft.NET Applications for Windows® (Visual Basic .NET)	1

For an updated list of e-learning courses, visit <http://www.microsoftitcademy.com>.

Instructor E-Learning Course Management Tool

To provide faculty or program administrators with flexibility and control, the e-learning is allocated through a course management tool which can be accessed online. Upon registering for the e-learning benefit, instructors are provided with an access code to the course management tool. Here, faculty can create classroom level access codes, manage group-level messaging, and access usage reporting for each of their classes.

Microsoft Digital Literacy

The Microsoft Digital Literacy curriculum provides essential computing skills for learners new to computing. IT Academies find that Digital Literacy is a great source for remediation for some students, and a means of exploring new topics for others.

The curriculum:

- Consists of five courses: Computer Basics, The Internet and World Wide Web, Productivity Programs, Computer Security and Privacy, and Digital Lifestyles (which covers digital media)
- Includes e-learning and assessment so that students can skip concepts they have mastered and focus on the topics they need to round out their skills set
- Provides local language learning in: English, Thai, Latin American Spanish, Brazilian Portuguese, Danish, Polish, Japanese, European Portuguese, French, German, and Italian. It will soon be available in Hungarian, Turkish, Russian, and Arabic
- Offers a Digital Literacy Certificate Test for students who want to demonstrate their mastery of all five courses

Professional Courseware (MOC)

Microsoft Official Courseware (MOC) is designed for IT professionals and developers who build, support, and implement solutions using Microsoft products and technologies. MOC is developed from a close collaboration between the Microsoft courseware and software product teams to ensure the highest technical quality and accuracy. MOC is designed to cover the topics employers know are mission critical in the real world. The courseware team works with industry-leading companies to undertake job task analyses to craft an objective domain that aligns to how professionals use technology on the job.

MOC is available in several formats:

- Course --A guided learning experience combining lecture and practice regarding Microsoft products or technologies
- Workshop -- A collaborative, hands-on learning environment based on real-world scenarios
- Clinic -- A detailed how-to presentation of technical information about Microsoft products or technologies illustrating features, functions, and demonstrations
- Seminar -- A dynamic presentation of early and relevant information about Microsoft products and technologies featuring business scenarios, case studies, and success stories

MOC labs require use of Microsoft Virtual PC. Microsoft Virtual PC enables two or more operating systems to run concurrently on one computer. One virtual computer can host the virtual PC labs that provide students with a fully-configured and consistent learning environment.

Curriculum

Academic Textbooks (MOAC)

Microsoft Official Academic Course (MOAC), available to academic institutions only, is a best-selling textbook series now published by John Wiley and Sons, in partnership with Microsoft. Specifically designed for semester-or quarter- based programs, MOAC textbooks provide a rich pedagogical foundation for faculty and students to expand their knowledge of Microsoft technologies and acquire the real-world skills they need to succeed in today's technology careers.

The MOAC textbook series includes:

- Market-leading textbook pedagogy and full coverage of Microsoft certification exam objectives; lessons with real-world scenarios; and a wealth of hands-on practice exercises
- 180-day evaluation software to enable student hands-on practice (2007 Office system titles only)
- Online instructor resource center including course setup ideas, lecture outlines, teaching tips, virtual labs, assessments, PowerPoint slide presentations and instructor guides
- Microsoft Virtual PC Lab option. Microsoft Virtual PC enables two or more operating systems to run concurrently on one computer. One virtual computer can host the virtual PC labs that provide students with a fully-configured and consistent learning environment

The MOAC books are great reference material.

--Zac Treadwell, Student
Baker College

Software & Resources

Lab Licenses

Microsoft IT Academy members may request software lab licenses for classroom use*. The original software may be acquired through a Microsoft licensing agreement, an education reseller, or it may be previously owned. The user product license is effective once a Microsoft IT Academy membership is activated. In most cases, licensing relates to the most current version of a product and the prior version. The Microsoft IT Academy licensing agreement for the Microsoft Office suite of products includes the following individual products: Microsoft Word, Microsoft Excel, Microsoft PowerPoint, Microsoft Access, Microsoft FrontPage, and Microsoft Publisher.

Advanced level membership includes:

- 100 licenses for Microsoft Windows server and client products including Microsoft Windows Vista Business™

Essential level membership includes:

- 50 licenses for Microsoft Office Professional Edition 2003® and/or Microsoft Office Professional 2007®

***Lab License Note:**

1. Members are automatically granted the following limited software license rights for the membership term for Microsoft server, desktop, and developer products for which they are delivering an ITA course during a membership term (provided they acquire a copy of appropriate media either via Fully Packaged Product ("FPP") or via Volume Licensing Media (with product activation provided under this benefit)):
 - (i) **Advanced level** members are granted a license to install and run for up to one hundred (100) copies of Microsoft Windows server and client products.
 - (ii) **Essential level** members are granted a license to install and run for up to fifty (50) copies of either or both of the latest two versions of the Microsoft Office Professional product, Microsoft Office Professional Edition 2003® and Microsoft Office Professional 2007®

(The copies referred to in "(i)" and "(ii)" collectively referred to hereafter as the "Copies".)

2. The following additional conditions shall apply to the use of the Copies:
 - (i) the use of the Copies shall be governed by the terms of the End-User License Agreement ("EULA"), or of the Product Use Rights ("PUR") if volume license media, accompanying the product except that Copies may not be resold or otherwise transferred to a third party and the terms of the Member's Program Agreement shall prevail in case of conflict;
 - (ii) copies shall be used only for the delivery of and participation in training, meaning all Copies are restricted to instructional purposes only for use by students and instructors in the lab or classroom only;
 - (iii) upon expiration or earlier termination of the membership term, the rights granted here shall cease and the member shall immediately delete all Copies licensed under this benefit and shall certify to Microsoft in writing that all such Copies have been deleted; and
 - (iv) all Copies shall be true and complete copies of the original Microsoft product including all copyright and trademark notices.

3. In the case of volume license media, the Volume License Key (“VLK”) assigned to the member's designated Program Administrator and together with the product media, must be kept secure. The member's designated Program Administrator may disclose the VLK only to those of its employees who are engaged in the installation and support of the product, and management of the member’s compliance with Member's Program Agreement. The member will be held responsible for unauthorized use of the VLK and product media. At no time and under no circumstances may the VLK or product media be disclosed or otherwise provided to any student.

Microsoft TechNet

Available to Advanced level members only. Microsoft TechNet provides a wealth of resources for working IT professionals, for students mastering IT professional concepts and skills, and for instructors seeking to expand their professional development. Microsoft IT Academy members receive a promotional discount on a Microsoft TechNet Plus Single Server subscription. This downloadable version of the Microsoft TechNet subscription provides IT Academies with access to the TechNet member site where students and instructors can download a variety of materials including a library of Microsoft Support Knowledge Base articles, service packs, how-to articles, security updates, resource kits, columns, tools, and utilities. Monthly updates with the latest authoritative technical information on Microsoft solutions, straight from the source ensure that your IT Academy students and instructors have the same information that practicing IT professionals use. Keep your skills up to date and industry relevant by incorporating TechNet’s rich selection of materials and services in the classroom. Options include:

- Downloadable text resources-- Service packs, security updates, tools, and utilities
- Downloadable software resources-- Microsoft Support Knowledge Base articles, how-to and best practice articles, resource kits, and authored columns
- Unlimited Managed Newsgroup Support -- Support for your posts on TechNet newsgroups, along with the ability to collaborate with Microsoft Most Valuable Professionals (MVPs). Guaranteed response in less than two business days, with over 200 newsgroups to choose from, plus spam protection for your e-mail address when you post. (Service available in English.)
- TechNet Online Concierge -- Worldwide, real-time, Web-based chat to address non-technical topics, such as navigating on the TechNet site or searching Knowledge Base articles. (Service available in English.)
- Technical Support Incidents – No-Charge Two Incident Support delivered via telephone

Being a Microsoft IT Academy allows us to deliver some of the most relevant IT qualifications to our students and also allows us to make some very significant and important savings on the latest software and hardware to support our classroom infrastructure development.

--Simon White, Head of ICT
Poole Grammar School

Microsoft Developers Network Academic Alliance (MSDN AA)

Available to Advanced level members only. MSDN AA is a software subscription program for academic departments that use technology in support of Science, Technology, Engineering, and Mathematics (STEM) courses. MSDN AA provides an easy and cost effective way for institutions to provide the latest Microsoft software for labs, classrooms, and faculty and student PCs. MSDN AA provides a complete, inexpensive solution for keeping academic labs, faculty, and students on the leading edge of technology with the most industry-relevant software products.

As a Microsoft IT Academy member, a department in your institution can enjoy free of charge the benefits MSDN AA provides. The program includes a wide range of benefits, including:

- Free access to Microsoft platform, server, and developer tools software as well as beta and new releases (does not include Microsoft Office)
- Students and faculty may install any Microsoft software on their personal machines for use in coursework and development projects related to the curriculum
- Access to the MSDN AA community Web site that features a wide range of resources such as tutorials, code samples, projects, white papers with an academic focus, case studies, and other content that is appropriate and useful for faculty members to share and collaborate
- The ability to chat online with Microsoft Product Support Services technicians on various technologies including tech support

The savings I received through the MSDN Academic Alliance Program on Windows software has more than paid for my college tuition

--Tyler Enos, Student
Honolulu Community College

Certification

Microsoft Certifications



Microsoft offers a wide range of certifications that cover the spectrum of professions within the IT industry. These certifications are carefully developed by a process involving experts from the workforce to ensure validity and reliability. The resulting exams are computer-administered in a way that measures the ability to perform a specific job function or set of tasks as in the real world. These rigorous exams go well beyond testing knowledge of a product or terminology. Test takers are presented with situations in which to apply their knowledge, analyze technical solutions, solve problems, and make decisions.

Microsoft certification is one of the most demanding and respected endorsements in the industry, stressing both technical knowledge and real-world experience. To date, Microsoft has certified more than three million IT professionals worldwide. In a November 2006 IDC study, IT hiring managers found that team performance increases when each new team member becomes certified. In the same study, managers reported that top performing teams on average are shown to have between 40 percent and 55 percent Microsoft certified team members who are trained on relevant Microsoft technologies and processes.

Faculty members of Microsoft IT Academy institutions can stay current with industry by becoming certified in the technology in which they teach. Informing and encouraging students to obtain a Microsoft certification to augment their academic achievements will provide them with a leading edge when entering into the IT workforce. Becoming Microsoft certified will:

- Validate technical knowledge and skills
- Provide a competitive edge in the job market
- Offer visible demonstration of commitment to the IT profession
- Demonstrate a reliable benchmark in addition to a certificate or degree
- Enable a career development path for ongoing advancement of Microsoft Technology skills

Thanks to Microsoft certifications and the additional industry and business skills gained our graduates rapidly move into high profile jobs.
--George Anderson
Zenos

IT Academy Testing Centers

Any institution that is a Microsoft IT Academy member can become a testing center and offer Microsoft Certifications on its campus. A local testing center makes the certification process easy and accessible for faculty and students.

There are several Exam Delivery Provider (EDP) vendors to choose from depending on the Microsoft certification exams you wish to offer. The EDPs are:

- Certiport
- Thomson Prometric

Setting up a testing center is easy. The hardware requirements are similar to most typical classroom labs. The exam delivery providers supply the software, online registration system, updates, and technical support at no additional charge.

Benefits of becoming a testing center:

- Enables access to discounted certification exams vouchers for select Microsoft certification exams
- Provides a valuable and convenient service for students and faculty
- Uses existing classroom lab equipment for a testing facility or can be set up as a dedicated testing center

Instructor Professional Development

The Microsoft Office Specialist Master Instructor (MMI*) Program

Microsoft Office is the most widely used desktop computing software in the world. As the *only* certification endorsed by Microsoft for teaching the desktop productivity skills associated with the Office programs, the Microsoft Office Specialist Master Instructor certificate (MMI) verifies the skills and hands-on abilities with Office programs. As Microsoft Office Specialist Master Instructor, your faculty will have achieved the highest level of certification possible for the world's leading desktop programs, earning recognition by employers, peers, and students.

As a Microsoft IT Academy, your institution is not required to use faculty with a MMI credential, however all faculty must be Microsoft certified within the technology they are instructing. Through Microsoft IT Academy membership, the application fee for one qualified faculty is included and discounts are available for additional faculty seeking MMI certification.

Benefits of becoming a MMI:

- Industry recognized credential for Microsoft Office product proficiency
- Sets an example for students to seek Microsoft Office Specialist certification
- Gives credibility to your institution's programs
- Creates cost savings on fees for MMIs

Our staff like the skills-based approach, and many have already passed several qualifications with little additional training.

-- Des Reynolds, Head of IT
Benjamin Britten High School

**MMI is for instruction on Office 2000, Office 2002, Office 2003 and Office XP.*

The Microsoft Certified Trainer (MCT) Program

Microsoft Certified Trainers (MCTs) are the premier technical and instructional experts in Microsoft professional products, technologies, and solutions. The MCT community spans more than 140 countries and includes classroom and e-learning instructors, learning consultants, authors, conference presenters, user group leaders, and more. All are united by passion and talent for helping Microsoft customers and partners realize their full learning potential.

As a Microsoft IT Academy, your institution is not required to use faculty with an MCT credential, however all faculty must be Microsoft certified within the technology they are instructing. Through Microsoft IT Academy membership, the application fee for one qualified faculty* is included and discounts are available for additional faculty seeking MCT certification. MCTs meet high initial and on-going certification requirements and enjoy access to many benefits:

- Access to the complete library of Official Microsoft Learning products
- Substantial discounts on exams, books, and Microsoft products
- Members-only newsgroups and online community resources
- Invitations to exclusive events and programs
- Cost savings on annual fees for MCTs
-

**The MCT Program accepts 2007 Office system and Office 2003 certifications*

Marketing Benefits

Microsoft IT Academy members receive a number of marketing benefits. By becoming a Microsoft IT Academy, your institution will be recognized as a resource for top-quality education on cutting-edge Microsoft technologies by industry professionals, prospective students, and other stakeholders in the academic ecosystem. The marketing benefits help you make the most of the opportunity by providing market-ready resources including:

- Microsoft IT Academy Program Welcome Kit-- includes a membership plaque, implementation guide to help you get started and posters for the lab that show students how the courses they take transfer to relevant job ready skills
- Microsoft IT Academy Program Members logo-- for use in catalogs and advertising materials to demonstrate program value to prospective students and potential employers of graduates from your program
- Referrals— prospective students can find their local Microsoft IT Academy from the public Web site. This referral service helps connect your IT Academy to students, local industries, and the community

Membership Requirements

Microsoft is committed to building and supporting the highest quality IT skills programs. Certain standards and expectations are set to help ensure that institutions participating in the Microsoft IT Academy Program represent the high standards of Microsoft and that their offering is aligned with the program's

objectives. In support of this, Microsoft IT Academy Program members must meet the following requirements below. For more information, visit <http://www.microsoftitacademy.com>.

Eligibility

Membership is open to all primary, secondary, post-secondary, preparatory schools, vocational and trade or technical educational institutions, and accredited sources of continuing education.

Applying organizations must be an accredited or government sponsored educational institutions (i.e., satisfying the requirements of an "educational institution" as described within the first part of the "qualified education user" definition of the Microsoft academic volume licensing eligibility requirements). For more information visit <http://www.microsoft.com/Education/Eligible.aspx> Members must meet minimum hardware and classroom setup requirements.

Restrictions

Contract Training Prohibition. Members are not permitted to contract with third party organizations (e.g., companies, agencies, etc.) for the member to provide ITA training through its IT Academy membership to such third party organization's employees, customers or constituents.

Application and Payment

Applying institutions must complete the Microsoft IT Academy Program online application process and accept its terms and conditions. A fee schedule and payment methods are posted on <http://www.microsoftitacademy.com>.

Program Administrator A program administrator must be designated during the online application process and must provide a current e-mail address. The program administrator assumes the following areas of responsibility:

- Be the primary point of contact to ensure consistent communications
- Maintain current contact information for IT Academy program administrator
- Provide contact information for IT Academy faculty and their certification status where applicable.
- Arrange payment for purchases made on behalf of the Microsoft IT Academy
- Maintain student, faculty, and institution records related to the program.
- Obtain and secure all Volume Licensing Keys
- Assure that all program and licensing benefits are met in accordance with Microsoft IT Academy Member Terms and Conditions Agreement

Members-only Web site

After membership is active, the program administrator receives instructions for accessing the members Web site for program benefit information. Security of the members Web site is managed using .NET Passport or Windows Live ID technology

Curriculum

All courses on Microsoft products that a member offers through its IT Academy membership shall be primarily based on MOC, MOAC and Microsoft e-learning as available. The member is permitted to supplement the training with other suitable materials. Note this requirement does not affect training you offer outside of, or not under this Program.

A member must be able to meet the course delivery requirements as described below. The agreement for using the evaluation software in student kits is between the purchaser of the kits and Microsoft.

Course delivery

Members must deliver training through its IT Academy membership only to (i) any student who is officially enrolled in its educational institution, including both academic and continuing education departments, whether such courses are provided on a credit or non-credit basis and (ii) faculty, staff, or technical employees at Microsoft IT Academy member campuses, provided that training is in the context of faculty development courses.

Instructors must be Microsoft certified in the subject of the IT Academy training course they are to teach when using Microsoft Official Courseware or Microsoft Official Academic Curriculum.

Classroom lab hardware requirements

The table below outlines the hardware requirements for classroom lab computers. Instructor computers must meet or exceed the student requirements described below, and also include Internet access, amplified speakers, and access to a Super VGA 800 x 600, 256-color projection device with a projection screen of 6-feet (1.8-meter) diagonal measurement or greater.

These guidelines are for reference only. Actual requirements are subject to the course delivered. Regardless of program or course level, Microsoft IT Academy facilities must be equipped with at least one computer for each student.

	Level 2*	Level 3*	Level 4*	Level 5*
Processor	Pentium III or equivalent personal computer with processor speed greater than or equal to 450 MHz	Pentium III or equivalent personal computer with processor speed greater than or equal to 700 MHz	Pentium III or equivalent personal computer with processor speed greater than or equal to 1 GHz	Pentium IV or equivalent personal computer with processor speed greater than or equal to 2.4 GHz
Hard Disk	At least 12 GB	At least 16 GB	At least 18 GB 7200 RPM; Larger drives are recommended where storage of multiple VPC courses is desired.	At least 40 GB 7200 RPM; Larger drives are recommended where storage of multiple VPC courses is desired.
RAM	At least 512 MB	At least 768 MB	At least 1 GB	At least 2 GB
DVD/CD	CD-ROM/DVD	CD-ROM/DVD	CD-ROM/DVD	CD-ROM/DVD
Network Adapter	10/100 Mb/s required**	10/100 Mb/s required** full duplex	10/100 Mb/s required** full duplex	10/100 Mb/s required** full duplex
Sound Card	Yes	Yes	Yes	Yes
Video	At least 4 MB	At least 4 MB	At least 4 MB	At least 16 MB

Adapter				(32MB recommended)
Monitor	Super VGA monitor (17 inch/ 43 cm)	Super VGA monitor (17 inch/ 43 cm)	Super VGA monitor (17 inch/ 43 cm)	Super VGA monitor (17 inch/ 43 cm)
Ports	PCI bus must meet 2.1 specs***	PCI bus must meet 2.1 specs***	PCI bus must meet 2.1 specs***	PCI bus must meet 2.1 specs***

* In instances where legacy Microsoft courses require Level 1 hardware to deliver training the default will automatically be Level 2 hardware.

The Preboot eXecution Environment (“PXE**”) and floppy boot using Remote Boot Floppy Generator (“**RBFG**”) disks are used in current and future classroom builds. All network adapters need to be PXE compliant and Windows 2000 HCL approved to ensure future support.

*** ISA bus and supported peripherals are no longer approved.

Participating in other Microsoft programs

Members can participate in the Microsoft Unlimited Potential Program as Community Based Technology Learning Centers (CTLCs). Please note that this program is separate from the Microsoft IT Academy Program and so must abide by the requirements of each program independently and must not use the benefits of one program under the other.

Member institutions cannot be enrolled concurrently in the Microsoft Certified Partner for Learning Solutions (CPLS) program and the Microsoft IT Academy Program. Members must select the single program that best suits their core business needs.

Frequently Asked Questions

Microsoft IT Academy Program 2007- 2008

What is the Microsoft IT Academy Program?

The Microsoft IT Academy Program is an annual membership program that enables academic institutions to deliver training on Microsoft IT Professional, Developer, and Office technologies to their student communities, as well as to offer resources on the latest technologies to their faculty.

The Microsoft IT Academy Program is open to accredited and government sponsored academic institutions such as high schools (grades 9-12) and higher education (2-year, 4-year, technical and vocational) institutions.

What are the Microsoft IT Academy Program levels?

Microsoft has benefit levels designed to accommodate a complete or select curriculum. The Advanced level includes resources for IT Professional and Developer training. The Essential level provides resources for Office training.

What are Microsoft IT Academy Program Membership cycle options?

Membership cycle options	Enrollment or sign up period
January 1 - December 31	October 1 prior to start, to March 31 after start
July 1 - June 30	April 1 prior to start, to September 30 after start

Enrollment for each period begins three months prior to the start of the applicable membership cycle and ends three months after the start of the applicable membership cycle.

Registrations may be accepted at any time during the calendar year; although membership costs are not pro-rated.

Logistics and Requirements

Is there a membership payment?

Yes. Program members pay an annual fee. Advanced level fees are greater than Essential level fees, proportionate to the program benefits. Fees vary in different countries, so please visit www.microsoftitacademy.com or contact your Regional Support Center (RSC) for details. See the Contact Information section for information on how to contact your RSC.

If an institution has multiple campuses, must each site complete a separate application and be approved for the Microsoft IT Academy Program?

Yes. Each campus site must apply and pay the program fees independently of each other. In some geographic countries, the institution may be eligible for a multi-site discount. Contact your Regional

Support Center (RSC) for details. See the Contact Information section for information on how to contact your RSC.

How do I become a Microsoft IT Academy member?

We provide an online registration tool. The application process includes:

- Completing an online application
- Accepting the Terms and Conditions agreement and submitting other required documentation.
- Remitting your payment

What are the requirements for participating in the Microsoft IT Academy Program?

Microsoft IT Academy Program members are required to submit the following information for consideration and admittance into the program. Program benefits will become available when all application requirements are fulfilled including:

- Proof of academic accreditation by an approved accrediting body or government sponsorship
- Proof of non-profit status (if applicable to your institution)
- Tax I.D.
- Use Microsoft certified faculty
- Use Microsoft training material (MOC, or MOAC, or Microsoft e-learning)
- Have an e-mail account
- Meet hardware and facility requirements
- Agree to site inspections and audits by Microsoft
- Completed application and membership Terms and Conditions Agreement
- Remit annual membership payment
- Institution cannot concurrently be operating as a Microsoft CPLS

What curriculum is required for instructing on Microsoft IT Academy branded courses?

Instruction primarily based on Microsoft technologies must use MOC, MOAC or Microsoft e-learning.

Can we use curricula materials other than MOC, MOAC or Microsoft e-learning?

Yes, you may supplement with other materials. Where available in your local language, MOC, MOAC, or Microsoft e-learning should represent the foundation of your courseware for courses taught under the IT Academy brand. IT Academies in geographies that do not have MOC, MOAC, or Microsoft e-learning in their local language may substitute local language curriculum that covers the same objective domains of the Microsoft Certification exams. For more information about objective domains, visit <http://www.microsoft.com/learning/mcpexams/policies/examdev.aspx>.

Does my instructor need to be a full-time employee of the institution?

No, the instructor can be an adjunct or a part-time employee. He or she must meet the instructor certification requirements indicated in the program requirements.

What if my faculty is not Microsoft certified?

One of the most important Microsoft IT Academy Program requirements is employing Microsoft certified faculty. This is designed to not only help faculty stay current with their training but also to help institutions maintain program quality and consistency. If your institution does not have a Microsoft certified faculty member, you may apply for Microsoft IT Academy Program membership and take advantage of the program e-learning benefits for faculty training. You can do this by fulfilling all of the requirements for the program and remitting membership payment. Until faculty are certified, your institution is restricted from delivering courses under the Microsoft IT Academy brand. When your faculty become Microsoft certified, the program administrator should update their profile by contacting the Regional Service Center with full details.

What happens when Microsoft audits my institution?

Microsoft is committed to maintaining the integrity and quality of the Microsoft IT Academy Program. Students have high expectations for Microsoft-approved instruction, and members benefit by being affiliated with a quality-controlled program. One way for Microsoft to audit the program members is to visit member institutions. In the majority of instances, these visits would be planned well in advance.

What do I need to send to show proof of our institution's academic accreditation, if required?

A copy of a government issued certificate that includes your institution name and verifies your institution's accreditation. Government sponsored institutions are not required to show proof of accreditation, but must submit on school letterhead a statement of their government sponsored status. For more information on requirement options, contact your RSC.

Are there any marketing restrictions?

The opportunity to use the Microsoft IT Academy Program logo to market your institution's IT program is a considerable benefit - the Microsoft name coupled with Microsoft certification is a highly valued credential in the employment community. Additionally, students will be attracted to the suggestion of quality that is implicit in the name "Microsoft IT Academy Program". We ask that you limit your promotional activity to the traditional student population within your institution's community. This means that any activity that is exclusively targeted at the business community bearing Microsoft IT Academy language or branding is considered beyond the bounds of our agreement with your institution.

Can we cancel our membership and receive a refund?

No. All of the benefits that are extended to you can be accessed immediately. Your paid membership assists in covering the cost of those benefits.

Benefits

Why should I become a member?

Microsoft certification continues to be a sought after credential highly valued in the market place, and the job market is continuing to grow in areas including technical support, network administration, and application development. With the Microsoft IT Academy Program branding, your institution will stand out as a premier, quality IT program that is supported with up-to-date technology and information provided directly by Microsoft.

How will this program benefit our students?

Professional skills are highly advantageous. For students and prospective employees, status as a certified professional translates into enhanced job opportunities in today's thriving high-tech marketplace.

- Helps students meet the benchmark. Many companies have integrated certification into their hiring decisions. For businesses, certification provides an objective, reliable benchmark to aid in hiring, promoting, and planning employee career paths, or outsourcing services and development. Your institution can prepare your students to become job-ready with the business and professional skills they need so that local companies may employ them.
- Provides early access to new technology skills. As a member, Microsoft IT Academies are in a select group that will receive early information and training on new product releases, beta versions, guidelines and tips on new courses, online, and instructor led training. This translates to your students having access to courses on newly released technologies that will keep them ahead of the industry curve.

How will our institution be able to distinguish itself from other academic institutions that are not Microsoft IT Academy Program members?

The IT Academy program brand was created with distinction in mind. By adding Microsoft as a prominent element to the branding of this program, it signifies that authorized members are delivering Microsoft-approved curriculum. And by using the Microsoft IT Academy Program name in co-branding efforts, it gives you the opportunity to market your alignment with Microsoft and reflect the quality that the Microsoft IT Academy Program upholds.

When can we begin using the Microsoft IT Academy branding?

The new branding will be available to member institutions upon activation as a Microsoft IT Academy Program member. You can access the Microsoft IT Academy logo and use instructions from the members' Web site. You can begin using it immediately upon activation in the program as long as your institution follows the curriculum and course delivery requirements as described above.

What type of support can I expect?

Program support is provided by our customer support staff via phone and e-mail. Upon acceptance in the Microsoft IT Academy Program, members are provided with contact information for the support center in their geographic area. Members also receive newsletters with information such as program benefits, certification news, curriculum releases, and more.

e-learning

What is the curriculum source for the e-learning?

The e-learning provided to IT Academy members is a portfolio of Microsoft commercial e-learning courseware. The e-learning courseware is based on the content of MOC, MSDN[®] and Microsoft Press[®] materials.

Contact Information

Regional Service Centers (RSC)

For additional information about the Microsoft IT Academy Program please visit www.microsoftitacademy.com or contact a Regional Service Center. To find a service center in your area, visit <http://www.microsoft.com/education/msitacademy/itapcontactus.msp>.

United States and Canada	acadsupp@microsoft.com
Latin America and the Caribbean	itacadla@microsoft.com

Notice

This Benefits Guide provides an overview of the benefits and requirements of the Microsoft IT Academy Program. The latest version of the Benefits Guide and program information can be found at <http://www.microsoftitacademy.com>. Microsoft reserves the right to make updates to the program and Benefits Guide without prior notice.

Privacy

Microsoft will use information supplied by members solely for the purpose of administering the program. To assist students in locating a Microsoft IT Academy in their region, member information is included in the locator tool found on the Microsoft IT Academy Web site at <http://www.microsoftitacademy.com>.

Member information will not be sold or otherwise transferred to any other entities without member permission. Microsoft IT Academy Program Regional Customer Service Centers may be provided with member contact information to facilitate communication among themselves and members.

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