1.

Please complete the survey online by March 31, 2023.

This survey intends to collect responses from Ohio public institutions of higher education regarding proposed alignments of learning outcomes and awarding of credit hours for the Industry Recognized Credential Transfer Assurance Guides (ITAGs) for four Microsoft Office certifications. In this survey, we are asking respondents to read the proposed ITAG templates. The proposed ITAG would establish sets of statewide learning outcomes for four Microsoft Office courses at Ohio's public colleges and universities. The templates list the proposed learning outcomes in the left-hand column. The aligned standards from the corresponding Microsoft Certification appear in the right-hand column.

If approved, the ITAGs would allow students who hold the Microsoft Office certifications in the table below to be awarded the indicated credit hour(s) toward an equivalent course, regardless of where the education/training occurred. Those seeking credit would be required to pass the indicated Microsoft Office exam and obtain a certificate.

Credential Name	Exam	Proposed Course Name	Proposed Credit Hours
Microsoft PowerPoint Associate Level Certification	MO-300	Introduction to Microsoft PowerPoint	1
Microsoft Excel Associate Level Certification	MO-200	Introduction to Microsoft Excel	1
Microsoft Word Associate Level Certification	MO-100	Introduction to Microsoft Word	1
Microsoft Access Expert Level Certification	MO-500	Introduction to Microsoft Access	1-2

We ask that **one representative** submit a single response to this survey on behalf of your institution as soon as possible, but no later than March 31, 2023. We recognize that one faculty member may not be familiar with the content and subject matter of all four courses, so a PDF copy of the survey was provided with the memo so that the representative can consult with other faculty as needed and compile answers prior to survey submission. Following statewide endorsement, a formal announcement will be sent out.

Dr. Tom Mays from Miami University is the lead faculty expert on the ITAG panel. Specific questions relevant to the content components of the alignment can be addressed to Dr. Mays at maysta@MiamiOH.edu with a carbon copy to Nikki Wearly (nwearly@highered.ohio.gov).

Survey responses left in the form of comments will also be reviewed by the members of the ITAG panel.

We thank you in advance for your valuable input.

* 1. Demographic Information about the person completing this survey

Name

Institution

Department

Title

E-mail

Phone

* 2. Please indicate the type of institution that you represent

☐ University

☐ Regional Campus

☐ Community College

2. Introduction to Microsoft PowerPoint

Course Description: Using Microsoft PowerPoint, students will add and edit text and graphics to create a presentation. Students will also learn how to use software features to enhance presentations including adding notes, animations, and transitions as well as customizing slideshow settings.

* 3. Does your institution offer a course similar to the proposed "Introduction to Microsoft PowerPoint" ITAG course?

○ Yes

○ No

3. Introduction to Microsoft PowerPoint

* 4. What is/are the name(s) of your Introduction to Microsoft PowerPoint course(s)?

* 5. How many credit hours are awarded for the course(s)?

4. Learning Outcomes: Introduction to Microsoft PowerPoint

For the proposed ITAG course, "Introduction to Microsoft PowerPoint", please indicate next to each learning outcome whether you believe it should be included and whether it is an essential learning outcome.

* 6. The learning outcomes are listed individually below. Please review for content and evaluate whether each learning outcome should be considered essential for this course.

	Yes, and should be essential	Yes, but not essential	Not a necessary learning outcome for this course.
1. Create, save, open, and print a presentation	○	○	○
2. Enter and edit text in a presentation	○	○	○
3. Edit outlines and items	○	○	○
4. Create speaker notes	○	○	○
5. Edit text objects	○	○	○
6. Add shapes and images	○	○	○
7. Add transitions and animations	○	○	○
8. Edit slideshow settings	○	○	○

5. Alignment: Microsoft PowerPoint

Please read through the template below.

Credential Name:	Microsoft PowerPoint Associate Level Certification
Credential Type:	☑ Certification ☐ License
Issuer of Credential:	Microsoft
Frequency of Updates:	Microsoft reports that updates to exams are made every two months.
Exam(s) Required:	MO-300
Additional Requirements:	None
Current CTAG/TAG: (if applicable)	None
Description of content to be evaluated and aligned: The American Council on Education recommends 1 credit hour be awarded for successfully passing the MO-300 exam. The exam covers the expected curriculum in a 1 credit hour course on Microsoft PowerPoint.	
How long after attainment can credit be awarded?	Results are available and appear on the individual's account within 24 hours.
How can receiving institutions verify credential attainment?	Certification holders can share certification verification through their Microsoft Certification Dashboard.

Course Name: Introduction to Microsoft PowerPoint

Credit Hours: 1

Course Description: Using Microsoft PowerPoint, students will add and edit text and graphics to create a presentation. Students will also learn how to use software features to enhance presentations including adding notes, animations, and transitions as well as customizing slideshow settings.

Postsecondary Learning Outcomes	Related Credential Outcomes
1. Create, save, open, and print a presentation	Manage Presentations
2. Enter and edit text in a presentation	Insert and format text, shapes, and images

3. Edit outlines and items	Manage slides
4. Create speaker notes	Manage Presentations
5. Edit text objects	Insert and format text, shapes, and images
6. Add shapes and images	Insert and format text, shapes, and images
7. Add transitions and animations	Apply transitions and animations
8. Edit slideshow settings	Manage Presentations

* 7. Do you agree that the Learning Outcomes in the template align with the Learning Outcomes for the course(s) you listed in Question 4?

○ Yes

○ No

If you feel there was a major omission in the content to support a learning outcome, please indicate.

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* 8. Do you support the awarding of 1 credit hour toward the course(s) you listed in Question 4 for students who provide proof of passing the MO-300 exam, regardless of where the student learned the content to pass the test?

○ Yes

○ No

If no, please explain.

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* 9. Do you agree with the proposed time period of one-year from initial or renewal of certification for the award of credit?

○ Yes

○ No

If no, please explain.

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* 10. Do you support the creation of an ITAG for the Introduction to Microsoft PowerPoint course?

○ Yes

○ No

If no, please explain.

[   ]

6. Additional Comments: Microsoft PowerPoint

11. Are there additional comments that you would like to make about the proposed ITAG in Microsoft PowerPoint?

[   ]

7. Introduction to Microsoft Word

Course Description: Using Microsoft Word, students will create, edit, format, and print documents. In addition, students will modify document layout, add photos and images, and prepare documents for distribution.

* 12. Does your institution offer a course similar to the proposed "Introduction to Microsoft Word" ITAG course?

○ Yes

○ No

8. Introduction to Microsoft Word

* 13. What is/are the name(s) of your Introduction to Microsoft Word course(s)?

[   ]

* 14. How many credit hours are awarded for the course(s)?

9. Learning Outcomes: Introduction to Microsoft Word

For the proposed ITAG course, "Introduction to Microsoft Word", please indicate next to each learning outcome whether you believe it should be included and whether it is an essential learning outcome.

* 15. The learning outcomes are listed individually below. Please review for content and evaluate whether each learning outcome should be considered essential for this course.

	Yes, and should be essential	Yes, but not essential	Not a necessary learning outcome for this course.
1. Create, edit, save, and print documents	○	○	○
2. Edit text, line appearance, paragraph spacing, and page format	○	○	○
3. Copy, move, and delete text	○	○	○
4. Search and replace text	○	○	○
5. Use spell-check and thesaurus features	○	○	○
6. Edit headers and footers	○	○	○
7. Insert pictures, clipart, and graphics	○	○	○
8. Add and modify tabs	○	○	○
9. Create and edit tables	○	○	○
10. Create and edit bulleted lists	○	○	○

10. Alignment: Microsoft Word

Please read through the template below.

Credential Name:	Microsoft Word Associate Level Certification
Credential Type:	☑ Certification ☐ License
Issuer of Credential:	Microsoft
Frequency of Updates:	Microsoft reports that updates to exams are made every two months.
Exam(s) Required:	MO-100
Additional Requirements:	None
Current CTAG/TAG: (if applicable)	None
Description of content to be evaluated and aligned: The American Council on Education (ACE) recommends 1 credit hour be awarded for successfully passing the MO-100 exam. The exam covers the expected curriculum in a 1 credit hour course on Microsoft Word.	
How long after attainment can credit be awarded?	Results are available and appear on the individual's account within 24 hours.
How can receiving institutions verify credential attainment?	Certification holders can share certification verification through their Microsoft Certification Dashboard.

Course Name: Introduction to Microsoft Word

Credit Hours: 1

Course Description: Using Microsoft Word, students will create, edit, format, and print documents. In addition, students will modify document layout, add photos and images, and prepare documents for distribution.

Postsecondary Learning Outcomes	Related Credential Outcomes
1. Create, edit, save, and print documents	Insert and format text, paragraphs, and sections; Manage Documents
2. Edit text, line appearance, paragraph spacing, and page format	Insert and format text, paragraphs, and sections

3. Copy, move, and delete text	Insert and format text, paragraphs, and sections
4. Search and replace text	Insert and format text, paragraphs, and sections
5. Use spell-check and thesaurus features	Manage Documents
6. Edit headers and footers	Manage Documents
7. Insert pictures, clipart, and graphics	Insert and format graphic elements
8. Add and modify tabs	Manage tables and lists
9. Create and edit tables	Manage tables and lists
10. Create and edit bulleted lists	Manage tables and lists

* 16. Do you agree that the Learning Outcomes in the template align with the Learning Outcomes for the course(s) you listed in Question 12?

◯ Yes

◯ No

If you feel there was a major omission in the content to support a learning outcome, please indicate.

[ ]

* 17. Do you support the awarding of 1 credit hour toward the course(s) you listed in Question 12 for students who provide proof of passing the MO-100 exam, regardless of where the student learned the content to pass the test?

◯ Yes

◯ No

If no, please explain.

[ ]

* 18. Do you agree with the proposed time period of one-year from initial or renewal of certification for the award of credit?

○ Yes

○ No

If no, please explain.

[   ]

* 19. Do you support the creation of an ITAG for the Introduction to Microsoft Word course?

○ Yes

○ No

If no, please explain.

[   ]

Microsoft Office ITAG Endorsement Survey

11. Additional Comments: Microsoft Word

20. Are there additional comments that you would like to make about the proposed ITAG in Microsoft Word?

[   ]

Microsoft Office ITAG Endorsement Survey

12. Introduction to Microsoft Excel

Course Description: Using Microsoft Excel, students will create, edit, and format spreadsheets. Students will learn how to create and edit formulas and charts, use common functions, and manage workbook files.

* 21. Does your institution offer a course similar to the proposed "Introduction to Microsoft Excel" ITAG course?

○ Yes

○ No

13. Introduction to Microsoft Excel

* 22. What is/are the name(s) of your Introduction to Microsoft Excel course(s)?

* 23. How many credit hours are awarded for the course(s)?

14. Learning Outcomes: Introduction to Microsoft Excel

For the proposed ITAG course, "Introduction to Microsoft Excel", please indicate next to each learning outcome whether you believe it should be included and whether it is an essential learning outcome.

* 24. The learning outcomes are listed individually below. Please review for content and evaluate whether each learning outcome should be considered essential for this course.

	Yes, and should be essential	Yes, but not essential	Not a necessary learning outcome for this course.
1. Create, save, open and print workbook files	○	○	○
2. Enter and edit text and data in a spreadsheet	○	○	○
3. Format tables and worksheets	○	○	○
4. Create charts	○	○	○
5. Create formulas	○	○	○
6. Apply functions	○	○	○
7. Sort and filter data	○	○	○

15. Alignment: Microsoft Excel

Please read through the template below.

Credential Name:	Microsoft Excel Associate Level Certification
Credential Type:	☑ Certification ☐ License
Issuer of Credential:	Microsoft
Frequency of Updates:	Microsoft reports that updates to exams are made every two months.
Exam(s) Required:	MO-200
Additional Requirements:	None
Current CTAG/TAG: (if applicable)	None

Description of content to be evaluated and aligned: The American Council on Education recommends 1 credit hour be awarded for successfully passing the MO-200 exam. The exam covers the expected curriculum in a 1 credit hour course on Microsoft Excel.

How long after attainment can credit be awarded?	Results are available and appear on the individual's account within 24 hours.
How can receiving institutions verify credential attainment?	Certification holders can share certification verification through their Microsoft Certification Dashboard.

Course Name: Introduction to Microsoft Excel

Credit Hours: 1

Course Description: Using Microsoft Excel, students will create, edit, and format spreadsheets. Students will learn how to create and edit formulas and charts, use common functions, and manage workbook files.

Postsecondary Learning Outcomes	Related Credential Outcomes
1. Create, save, open and print workbook files	Manage worksheets and workbooks

2. Enter and edit text and data in a spreadsheet	Manage data cells and ranges
3. Format tables and worksheets	Manage tables and table data; Manage charts; Manage worksheets and workbooks
4. Create charts	Manage charts
5. Create formulas	Perform operations by using formulas and functions
6. Apply functions	Perform operations by using formulas and functions
7. Sort and filter data	Filter and sort table data

* 25. Do you agree that the Learning Outcomes in the template align with the Learning Outcomes for the course(s) you listed in Question 20?

○ Yes

○ No

If you feel there was a major omission in the content to support a learning outcome, please indicate.

* 26. Do you support the awarding of 1 credit hour toward the course(s) you listed in Question 20 for students who provide proof of passing the MO-200 exam, regardless of where the student learned the content to pass the test?

○ Yes

○ No

If no, please explain.

* 27. Do you agree with the proposed time period of one-year from initial or renewal of certification for the award of credit?

○ Yes

○ No

If no, please explain.

* 28. Do you support the creation of an ITAG for the Introduction to Microsoft Excel course?

○ Yes

○ No

If no, please explain.

[ ]

Microsoft Office ITAG Endorsement Survey

16. Additional Comments: Microsoft Excel

29. Are there additional comments that you would like to make about the proposed ITAG in Microsoft Excel?

[ ]

Microsoft Office ITAG Endorsement Survey

17. Introduction to Microsoft Access

Course Description: Using Microsoft Access, students will learn about database structure as well as creating and editing tables, reports, forms, and queries.

* 30. Does your institution offer a course similar to the proposed "Introduction to Microsoft Access" ITAG course?

○ Yes

○ No

Microsoft Office ITAG Endorsement Survey

18. Introduction to Microsoft Access

* 31. What is/are the name(s) of your Introduction to Microsoft Access course(s)?

[ ]

* 32. How many credit hours are awarded for the course(s)?

19. Learning Outcomes: Introduction to Microsoft Access

For the proposed ITAG course, "Introduction to Microsoft Access", please indicate next to each learning outcome whether you believe it should be included and whether it is an essential learning outcome.

* 33. The learning outcomes are listed individually below. Please review for content and evaluate whether each learning outcome should be considered essential for this course.

	Yes, and should be essential	Yes, but not essential	Not a necessary learning outcome for this course.
1. Develop database structure	○	○	○
2. Create and edit tables	○	○	○
3. Create and edit forms	○	○	○
4. Create and edit reports	○	○	○
5. Create and edit queries	○	○	○
6. Maintain a Database	○	○	○

20. Alignment: Microsoft Access

Please read through the template below.

Credential Name:	Microsoft Access Expert Level Certification
Credential Type:	☑ Certification ☐ License
Issuer of Credential:	Microsoft
Frequency of Updates:	Microsoft reports that updates to exams are made every two months.
Exam(s) Required:	MO-500
Additional Requirements:	None
Current CTAG/TAG: (if applicable)	None
Description of content to be evaluated and aligned: The exam covers the expected curriculum in a 1 or 2 credit hour course on Microsoft Access.	
How long after attainment can credit be awarded?	Results are available and appear on the individual's account within 24 hours.
How can receiving institutions verify credential attainment?	Certification holders can share certification verification through their Microsoft Certification Dashboard.

Course Name: Introduction to Microsoft Access

Credit Hours: 1-2

Course Description: Using Microsoft Access, students will learn about database structure as well as creating and editing tables, reports, forms, and queries.

Postsecondary Learning Outcomes	Related Credential Outcomes
1. Develop database structure	Manage databases; Create and modify tables; Manage table relationships and keys
2. Create and edit tables	Create and modify tables
3. Create and edit forms	Modify forms in layout view

4. Create and edit reports	Configure report controls; Format reports
5. Create and edit queries	Create and modify queries
6. Maintain a Database	Manage databases

* 34. Do you agree that the Learning Outcomes in the template align with the Learning Outcomes for the course(s) you listed in Question 28?

○ Yes

○ No

If you feel there was a major omission in the content to support a learning outcome, please indicate.

* 35. Do you support the awarding of 1-2 credit hours toward the course(s) you listed in Question 28 for students who provide proof of passing the MO-500 exam, regardless of where the student learned the content to pass the test?

○ Yes

○ No

If no, please explain. If yes, please list the # of credit hours to be awarded.

* 36. Do you agree with the proposed time period of one-year from initial or renewal of certification for the award of credit?

○ Yes

○ No

If no, please explain.

* 37. Do you support the creation of an ITAG for the Introduction to Microsoft Access course?

○ Yes

○ No

If no, please explain.

[text box]

21. Additional Comments: Microsoft Access

38. Are there additional comments that you would like to make about the proposed ITAG in Microsoft Access?

[text box]

22. Thank You!

Thank you for completing this survey.

If you have any questions regarding this survey, please contact Nikki Wearly at NWearly@highered.ohio.gov.