Unity Certified User Programmer

The Unity Certified User Programmer certification exam will test the basics of C# programming within Unity software to create interactivity in games, apps, AR/VR, and other experiences. The exam objectives are aligned with current industry standards set by professionals and educators. Individuals will be expected to have at least 150 hours of Unity software use and training to obtain this certification.

Individuals who have earned the Unity Certified User Programmer certification have demonstrated mastery of the following skills:

1. **Debugging, problem-solving, and interpreting the API**
   1.1. Given an example of a debug log message, create the code that created the log message.
   1.2. Given a code clip and its associated error message(s), determine which object(s) is(are) null.
   1.3. Given a specific programming task requiring the use of a particular class in the API, determine the appropriate method and/or properties, arguments, or other syntax to use.

2. **Creating code**
   2.1. Indicate when and how to initialize and use variables inlcuding but not limited to the approritate use of all variable modifiers and data collections such as Arrays, Lists and Dictionaries.
   2.2. Given a list of keywords and syntax elements, construct a viable Function declaration.
   2.3. Given a code clip and a description of its desired result, identify the appropriate function to control or trigger a state including but not limited to the Animator Controller.
   2.4. Given a scenario where a specific type of input is required and the building blocks needed are provided, construct the necessary input listener including but not limited to the keyboard and touch input.
   2.5. Demonstrate when and/or how to use the various logic and flow control operators used in C# and Unity.
   2.6. Given a scenario, identify appropriate actions to take when a UI element reports a change.

3. **Evaluating code**
   3.1. Given a scenario about the need to manage an event function, determine the appropriate action to take including but not limited to the keyboard and touch input.

3.2. Given a code clip that produces an error because of a variable whose data type is declared incorrectly, identify the error.

3.3. Given a code clip that produces an error because a function or variable is declared or used incorrectly (public/private mismatch), identify the error including but not limited to the use of Animation events.

3.4. Given a code clip containing a class definition, distinguish whether the class is an ECS class or some other type of class.

3.5. Given a set of code clips, recognize the clip that uses naming conventions that observe Unity naming standards.

3.6. Given a code clip (or a set of code clips), recognize the comments that accurately describe what the code is doing.

4. **Navigating the Interface**

4.1. Describe the purpose, features, and functions of the various Unity IDE windows.

4.2. Demonstrate how to change the default scripting IDE.

4.3. Given a scenario which includes the following, then create a functional state machine.

   a. a limited portion of a gaming scenario

   b. a set of animation clips

   c. a list of property settings

4.4. Create and program a function state machine within the Unity Animator Controller including but not limited to the use of Animator functions syntax.

Microsoft PowerPoint (Microsoft 365 Apps and Office 2019): Exam MO-300

The Microsoft Office Specialist: PowerPoint Associate Certification demonstrates competency to create, edit, and enhance presentations and slideshows. The exam covers the ability to create and manage presentations, insert and format shapes and slides, create slide content, apply transitions and animations and manage multiple presentations. Presentation examples include professional-grade sales presentations, employee training, instructional materials, and kiosk slideshows.

An individual earning this certification has approximately 150 hours of instruction and hands-on experience with the product, has proven competency at an industry associate-level and is ready to enter into the job market. They can demonstrate the correct application of the principal features of PowerPoint and can complete tasks independently.

Microsoft Office Specialist Program certification exams use a performance-based format testing a candidate's knowledge, skills and abilities using the Micosoft 365 Apps and Office 2019 programs:

- Microsoft Office Specialist Program exam task instructions generally do not include the command name. 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 Microsoft Office Specialist Program exam format incorporates multiple projects as in the previous version, while using enhanced tools, functions, and features from the latest programs.

Objective Domains

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

Manage Presentations

1.1 Modify slide masters, handout masters, and note masters

1.1.1	Change the slide master theme or background
1.1.2	Modify slide master content
1.1.3	Create slide layouts
1.1.4	Modify slide layouts
1.1.5	Modify the handout master
1.1.6	Modify the notes master

1.2 Change presentation options and views

1.2.1	Change slide size
1.2.2	Display presentations in different views
1.2.3	Set basic file properties

1.3 Configure print settings for presentations

1.3.1	Print all or part of a presentation
1.3.2	Print notes pages
1.3.3	Print handouts
1.3.4	Print in color, grayscale, or black and white

Microsoft PowerPoint (Microsoft 365 Apps and Office 2019)

Manage Presentations

1.4 Configure and present slide shows

1.4.1 Create custom slide shows

1.4.2 Configure slide show options

1.4.3 Rehearse slide show timing

1.4.4 Set up slide show recording options

1.4.5 Present slide shows by using Presenter View

1.5 Prepare presentations for collaboration

1.5.1 Mark presentations as final

1.5.2 Protect presentations by using passwords

1.5.3 Inspect presentations for issues

1.5.4 Add and manage comments

1.5.5 Preserve presentation content

1.5.6 Export presentations to other formats

Manage Slides

2.1 Insert slides

2.1.1 Import Word document outlines

2.1.2 Insert slides from another presentation

2.1.3 Insert slides and select slide layouts

2.1.4 Insert Summary Zoom slides

2.1.5 Duplicate slides

2.2 Modify slides

2.2.1 Hide and unhide slides

2.2.2 Modify individual slide backgrounds

2.2.3 Insert slide headers, footers, and page numbers

2.3 Order and group slides

2.3.1 Create sections

2.3.2 Modify slide order

2.3.3 Rename sections

Insert and Format Text, Shapes, and Images

3.1 Format text

3.1.1 Apply formatting and styles to text

3.1.2 Format text in multiple columns

3.1.3 Create bulleted and numbered lists

3.2 Insert links

3.2.1 Insert hyperlinks

3.2.2 Insert Section Zoom links and Slide Zoom links

3.3 Insert and format images

3.3.1 Resize and crop images

3.3.2 Apply built-in styles and effects to images

3.3.3 Insert screenshots and screen clippings

3.4 Insert and format graphic elements

3.4.1 Insert and change shapes

3.4.2 Draw by using digital ink

3.4.3 Add text to shapes and text boxes

3.4.4 Resize shapes and text boxes

3.4.5 Format shapes and text boxes

3.4.6 Apply built-in styles to shapes and text boxes

3.4.7 Add alt text to graphic elements for accessibility

3.5 Order and group objects on slides

3.5.1 Order shapes, images, and text boxes

3.5.2 Align shapes, images, and text boxes

3.5.3 Group shapes and images

3.5.4 Display alignment tools

Microsoft

Insert Tables, Charts, SmartArt, 3D Models, and Media

4.1   Insert and format tables

4.1.1   Create and insert tables

4.1.2   Insert and delete table rows and columns

4.1.3   Apply built-in table styles

4.2   Insert and modify charts

4.2.1   Create and insert charts

4.2.2   Modify charts

4.3   Insert and format SmartArt graphics

4.3.1   Insert SmartArt graphics

4.3.2   Convert lists to SmartArt graphics

4.3.3   Add and modify SmartArt graphic content

4.4   Insert and modify 3D models

4.4.1   Insert 3D models

4.4.2   Modify 3D models

4.5   Insert and manage media

4.5.1   Insert audio and video clips

4.5.2   Create and insert screen recordings

4.5.3   Configure media playback options

Apply Transitions and Animations

5.1   Apply and configure slide transitions

5.1.1   Apply basic and 3D slide transitions

5.1.2   Configure transition effects

5.2   Animate slide content

5.2.1   Animate text and graphic elements

5.2.2   Animate 3D models

5.2.3   Configure animation effects

5.2.4   Configure animation paths

5.2.5   Reorder animations on a slide

5.3   Set timing for transitions

5.3.1   Set transition effect duration

5.3.2   Configure transition start and finish options

Microsoft

PROFESSIONAL COMMUNICATION

The Professional Communication certification is intended for use primarily in academic settings including secondary and post-secondary, but could also be used for candidates who need to upskill to enter the workforce. These candidates may be in government or development institutions and programs, or they may be individuals looking to become more employable on their own.

An individual earning this certification has approximately 150 hours of instruction and hands-on experience. Individuals who have earned the Professional Communication certification have demonstrated expertise of the following skills.

1. DESCRIBE BASIC COMMUNICATION PRINCIPLES

1.1 Identify professional communication skills

May include differentiating between professional and unprofessional behaviors; recognizing a professional email address; cultivating an appropriate social media presence including profile information, posts, photos, and videos; describing professional time-management skills including punctuality, attendance, and notification.

1.2 Identify effective verbal, nonverbal, and listening skills

May include basic delivery standards such as facing the audience or speaker and making eye contact; communicating a message or feedback through nonverbal methods; moderating intonation, rate, tone, volume, and enunciation; keeping your attention on the message; deferring judgment.

2. PLAN FOR EFFECTIVE COMMUNICATION

2.1 Analyze the effect of the audience on a message

May include identifying the audience data required to craft an effective message; analyzing audience demographics such as age, education, gender, marital status, race, religion, and other statistical factors by which population is measured.

2.2 Analyze the effect of the environment on a message

May include in-person vs. remote, audience size, room size, available equipment.

2.3 Given a communication scenario, identify the specific purpose

May include identifying the primary message you need to deliver; distinguishing between informative, persuasive, and motivational messages, differentiating between ethical, emotional, and logical persuasion.

2.4 Given a communication scenario, address ethical and legal issues

May include defining and identifying issues related to accessibility, attribution, bias-free communication, confidentiality, copyright, trademark, and plagiarism; responding to requests for data, identifying biased communication terminology, ensuring that presentations and documents comply with accessibility standards, removing personal information from presentations and documents.

2.5 Given a business scenario, select the most appropriate communication medium

May include verbal messages such as face-to-face discussions, phone calls, and voice messages; written messages such as emails, text messages, business letters, job applications, resumes, and meeting agendas and minutes; visual messages such as PowerPoint presentations and videos; business-related social media messages using services such as Facebook, Instagram, LinkedIn, and Twitter.

2.6 Effectively outline and summarize your message

May include creating a complete and concise outline; outlining messages; summarizing your planned message.

3. APPLY BEST PRACTICES FOR CREATING BUSINESS DELIVERABLES

3.1 Assemble accurate business communication deliverables

May include creating business communications such as business letters, meeting agendas, meeting minutes, and resumes from components; analyzing the effectiveness of different forms of business communications; using spelling and grammar tools.

3.2 Apply visual design standards to business communications

May include identifying design principles of business communications such as balance, proximity, alignment, repetition, contrast, space, rule of thirds, font choice, color choice, and white space; distinguishing among effective and ineffective visual designs for common forms of business communications such as presentation slides, email messages, and documents.

3.3 Identify effective uses of data visualization to present complex information

May include types of data visualization such as graphs, charts, plots, and infographics; accurate visual representation of data; interpreting the message of a data visualization graphic.

4. DELIVER YOUR MESSAGE

4.1 Describe the variables involved in delivering an effective message

May include personal presentation such as attire and hygiene; environmental variables such as location, physical space, technology, and formality; and issues such as regional language variations, imprecise language, jargon, context, and perceptions.

4.2 Identify methods of adapting a message based on audience feedback

May include direct feedback; indirect feedback such as body language.

5. RECEIVE COMMUNICATIONS

5.1 Given a business communication, restate the key points of the message

May include identifying the primary goal of a specific communication; summarizing verbal or written messages.

5.2 Given a message, identify appropriate responses or clarifying questions

May include responding to and clarifying messages.

6. ANALYZE COMMUNICATION SCENARIOS

6.1 Analyze important factors of obtaining employment

May include identifying common mistakes made by interviewers and applicants, distinguishing between appropriate and inappropriate job application documents.

6.2 Analyze expressions of and responses to feedback

May include giving constructive criticism, receiving constructive and destructive criticism, seeking feedback, setting and clarifying expectations, and modeling correct behavior as a feedback method.

6.3 Analyze communication etiquette within a business hierarchy

May include communications with supervisors, peers, and subordinates; collaborating with a group.

6.4 Given a customer service request, identify the problem, solution, and appropriate action

May include identifying and restating the problem, identifying the customer's desired solution and the available solutions, and interfacing with team members and customers.