

Course: Barron Collier High School – Marketing Essentials
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Week 1	Day 1	Day 2	Day 3	Day 4	Day 5
Lesson/ Topic:	Microsoft Office Specialist: Word	Microsoft Office Specialist: Word	Microsoft Office Specialist: Word	Microsoft Office Specialist: Word	Microsoft Office Specialist: Word
Resource:	GMetrix	GMetrix	GMetrix	GMetrix	GMetrix
Task: Notes:	 If GMetrix is not on your computer: ✓ Go to www.gmetrix.net and create a username and password 	Log into GMetrix using the username and password you created	Log into GMetrix using the username and password you created	Log into GMetrix using the username and password you created	Log into GMetrix using the username and password you created
	(if you haven't already created one)				
If you have already	✓ Download the software located at:	 Resume working from 	Resume working from	Resume working from	 Resume working from
passed your	http://support.gmetrix.net/download	where you ended the	where you ended the	where you ended the	where you ended the
Industry		previous day	previous day	previous day	previous day
Certification for	 Log into GMetrix using the username 				
this software,	and password you created	 Repeat each test/project in 	 Repeat each test/project in 	 Repeat each test/project in 	 Repeat each test/project in
please open one of		training mode until you	training mode until you	training mode until you	training mode until you
the other programs	 Enter the Access Code: 	earn an 85% or higher	earn an 85% or higher	earn an 85% or higher	earn an 85% or higher
provided with this	10099-BCHMKT-02149	then move onto the testing	then move onto the testing	then move onto the testing	then move onto the testing
access code in		mode for that same test	mode for that same test	mode for that same test	mode for that same test
GMetrix and complete the same	Open Test or Project 1 in Training Mode	Repeat each test/project in	Repeat each test/project in	Repeat each test/project in	Repeat each test/project in
process as is listed for each day on this document.	Repeat each test/project in training mode until you earn an 85% or higher then move onto the testing mode for that same test	testing mode until you earn an 85% or higher then move onto the next test/project in training	testing mode until you earn an 85% or higher then move onto the next test/project in training	testing mode until you earn an 85% or higher then move onto the next test/project in training	testing mode until you earn an 85% or higher then move onto the next test/project in training
To practice a	Samo tost	mode	mode	mode	mode
software (ie: Adobe, MOS, Autodesk, etc.) that software must be available on the computer you will	Repeat each test/project in testing mode until you earn an 85% or higher then move onto the next test/project in training mode	Repeat the above steps until you have earned an 85% or higher in all activities provided for that	Repeat the above steps until you have earned an 85% or higher in all activities provided for that	 Repeat the above steps until you have earned an 85% or higher in all activities provided for that 	Repeat the above steps until you have earned an 85% or higher in all activities provided for that
be working on.	 Repeat the above steps until you have earned an 85% or higher in all activities provided for that software 	software	software	software	software
Recommended	50 minutes	50 minutes	50 minutes	50 minutes	50 minutes
Duration:					

Week 2	Day 6	Day 7	Day 8	Day 9	Day 10
Lesson/Topic:	Microsoft Office Specialist:	Microsoft Office Specialist:	Microsoft Office Specialist:	Microsoft Office Specialist:	Microsoft Office Specialist:
•	Word	Word	Word	Word	Word
Resource:	GMetrix	GMetrix	GMetrix	GMetrix	GMetrix
Task:	Log into GMetrix using the username and password you created	Log into GMetrix using the username and password you created	Log into GMetrix using the username and password you created	Log into GMetrix using the username and password you created	Log into GMetrix using the username and password you created
	Resume working from where you ended the previous day	Resume working from where you ended the previous day	Resume working from where you ended the previous day	Resume working from where you ended the previous day	Resume working from where you ended the previous day
	Repeat each test/project in training mode until you earn an 85% or higher then move onto the testing mode for that same test	 Repeat each test/project in training mode until you earn an 85% or higher then move onto the testing mode for that same test 	Repeat each test/project in training mode until you earn an 85% or higher then move onto the testing mode for that same test	Repeat each test/project in training mode until you earn an 85% or higher then move onto the testing mode for that same test	Repeat each test/project in training mode until you earn an 85% or higher then move onto the testing mode for that same test
	Repeat each test/project in testing mode until you earn an 85% or higher then move onto the next test/project in training mode	 Repeat each test/project in testing mode until you earn an 85% or higher then move onto the next test/project in training mode 	Repeat each test/project in testing mode until you earn an 85% or higher then move onto the next test/project in training mode	Repeat each test/project in testing mode until you earn an 85% or higher then move onto the next test/project in training mode	Repeat each test/project in testing mode until you earn an 85% or higher then move onto the next test/project in training mode
	Repeat the above steps until you have earned an 85% or higher in all activities provided for that software	Repeat the above steps until you have earned an 85% or higher in all activities provided for that software	Repeat the above steps until you have earned an 85% or higher in all activities provided for that software	Repeat the above steps until you have earned an 85% or higher in all activities provided for that software	Repeat the above steps until you have earned an 85% or higher in all activities provided for that software
Recommended Duration:	50 minutes	50 minutes	50 minutes	50 minutes	50 minutes