

Course: Golden Gate High School – Health Science Foundations Content Support/Contact: Carlos Artime, Carlos.Artime@collierschools.com, Nicole Litchko, Nicole.Litchko@collierschools.com

Technology Support/Content: Eddy Leyva, leyvaed@collierschools.com

Week 1	Day 1	Day 2	Day 3	Day 4	Day 5
Lesson/ Topic:	Microsoft Office Specialist: PowerPoint	Microsoft Office Specialist: PowerPoint	Microsoft Office Specialist: PowerPoint	Microsoft Office Specialist: PowerPoint	Microsoft Office Specialist: PowerPoint
Resource:	GMetrix	GMetrix	GMetrix	GMetrix	GMetrix
Task:	 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 Industry	http://support.gmetrix.net/download	where you ended the previous day	where you ended the previous day	where you ended the previous day	where you ended the previous day
Certification for	Log into GMetrix using the username	provided day	provious day	providuo day	provided day
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 the other programs	Enter the Access Code:	training mode until you earn an 85% or higher	training mode until you earn an 85% or higher	training mode until you earn an 85% or higher	training mode until you earn an 85% or higher
provided with this	19531-GGHAOHS-13161	then move onto the testing	then move onto the testing	then move onto the testing	then move onto the testing
access code in	19331-0011A0113-13101	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
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	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	same test	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 Duration:	50 minutes	50 minutes	50 minutes	50 minutes	50 minutes

Week 2	Day 6	Day 7	Day 8	Day 9	Day 10
Lesson/Topic:	Microsoft Office Specialist: PowerPoint				
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				