

Course: Golden Gate High School – Culinary Arts 1 Content Support/Contact: Carlos Artime, <u>Carlos.Artime@collierschools.com</u>, Nicole Litchko, <u>Nicole.Litchko@collierschools.com</u> 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: Notes:	 If GMetrix is not on your computer: ✓ Go to <u>www.gmetrix.net</u> 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 			
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	providuo duy	providuo duy	providuo duy	providuo duy
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			
the other programs	Enter the Access Code:	earn an 85% or higher			
provided with this	34072-GGHAOHT-71289	then move onto the testing			
access code in	34072-00HA0H1-11203	mode for that same test			
GMetrix and	Open Test or Project 1 in Training Mode				
complete the same		 Repeat each test/project in 			
process as is listed for each day on	 Repeat each test/project in training 	testing mode until you earn			
this document.	mode until you earn an 85% or higher	an 85% or higher then			
	then move onto the testing mode for that	move onto the next			
To practice a	same test	test/project in training	test/project in training	test/project in training	test/project in training
software (ie:		mode	mode	mode	mode
Adobe, MOS,	Repeat each test/project in testing mode	 Repeat the above steps 	Repeat the above steps	 Repeat the above steps 	 Repeat the above steps
Autodesk, etc.)	until you earn an 85% or higher then	• Repeat the above steps until you have earned an			
that software must	move onto the next test/project in	85% or higher in all	until you have earned an	until you have earned an	until you have earned an
be available on the	training mode	activities provided for that	85% or higher in all	85% or higher in all	85% or higher in all
computer you will		software	activities provided for that	activities provided for that	activities provided for that
be working on.	Repeat the above steps until you have		software	software	software
	earned an 85% or higher in all activities				
<u> </u>	provided for that software	FO 1 (
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: 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				



Course: Golden Gate High School – Culinary Arts 2 Content Support/Contact: Carlos Artime, <u>Carlos.Artime@collierschools.com</u>, Nicole Litchko, <u>Nicole.Litchko@collierschools.com</u> 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: 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 <u>www.gmetrix.net</u> and create a username and password (if you haven't already created one) 	 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 have already passed your Industry Certification for	 Log into GMetrix using the username 	 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
this software, please open one of the other programs provided with this access code in GMetrix and	 and password you created Enter the Access Code: 34072-GGHAOHT-71289 	• 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
complete the same process as is listed for each day on this document. To practice a software (ie:	 Open Test or Project 1 in Training Mode 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
Adobe, MOS, Autodesk, etc.) that software must be available on the computer you will be working on.	 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

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



Course: Golden Gate High School – Culinary Arts 3 Content Support/Contact: Carlos Artime, <u>Carlos.Artime@collierschools.com</u>, Nicole Litchko, <u>Nicole.Litchko@collierschools.com</u> 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: Excel	Microsoft Office Specialist: Excel	Microsoft Office Specialist: Excel	Microsoft Office Specialist: Excel	Microsoft Office Specialist: Excel
Resource:	GMetrix	GMetrix	GMetrix	GMetrix	GMetrix
Task: Notes:	 If GMetrix is not on your computer: Go to <u>www.gmetrix.net</u> and create a username and password (if you haven't already created one) 	 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 have already passed your Industry Certification for	 Log into GMetrix using the username 	 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
this software, please open one of the other programs provided with this access code in GMetrix and	 enter the Access Code: 34072-GGHAOHT-71289 	• 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
complete the same process as is listed for each day on this document. To practice a software (ie:	 Open Test or Project 1 in Training Mode 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
Adobe, MOS, Autodesk, etc.) that software must be available on the computer you will be working on.	 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

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



Course: Golden Gate High School – Culinary Arts 4 Content Support/Contact: Carlos Artime, <u>Carlos.Artime@collierschools.com</u>, Nicole Litchko, <u>Nicole.Litchko@collierschools.com</u> 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: Outlook	Microsoft Office Specialist: Outlook	Microsoft Office Specialist: Outlook	Microsoft Office Specialist: Outlook	Microsoft Office Specialist: Outlook
Resource:	GMetrix	GMetrix	GMetrix	GMetrix	GMetrix
Task:	 If GMetrix is not on your computer: ✓ Go to <u>www.gmetrix.net</u> 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
	(if you haven't already created one)	you created	you created	you created	you created
If you have already	Download the software located at:	 Resume working from 			
passed your Industry	http://support.gmetrix.net/download	where you ended the previous day			
Certification for	 Log into GMetrix using the username 				
this software, please open one of	and password you created	 Repeat each test/project in training mode until you 	 Repeat each test/project in training mode until you 	 Repeat each test/project in training mode until you 	 Repeat each test/project in training mode until you
the other programs	Enter the Access Code:	earn an 85% or higher			
provided with this access code in	34072-GGHAOHT-71289	then move onto the testing mode for that same test	then move onto the testing mode for that same test	then move onto the testing mode for that same test	then move onto the testing mode for that same test
GMetrix and complete the same	Open Test or Project 1 in Training Mode	 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 some 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	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	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: Outlook				
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				