Course: Corkscrew Middle School – Computer Applications in Business 1

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: 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 you have already passed your Industry Certification for this software, please open one of the other programs provided with this access code in GMetrix and complete the same process as is listed for each day on this document. To practice a software (ie: Adobe, MOS, Autodesk, etc.) that software must be available on the computer you will be working on.	• If GMetrix is not on your computer: ✓ Go to www.gmetrix.net and create a username and password (if you haven't already created one) ✓ Download the software located at: http://support.gmetrix.net/download • Log into GMetrix using the username and password you created • Enter the Access Code: **65926-CMSMOS-64535** • 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 the above steps until you have earned an 85% or higher in all activities provided for that software	• Log into GMetrix using the username and password you created • 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 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	• Log into GMetrix using the username and password you created • 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 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	• Log into GMetrix using the username and password you created • 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 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	• Log into GMetrix using the username and password you created • 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 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
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	Microsoft Office Specialist: Word	Microsoft Office Specialist: Word	Microsoft Office Specialist: Word	Microsoft Office Specialist: Word
Resource:	GMetrix	GMetrix	GMetrix	GMetrix	GMetrix
Task:	• Log into GMetrix using the username and password you created • 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 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	• Log into GMetrix using the username and password you created • 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 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	• Log into GMetrix using the username and password you created • 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 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	• Log into GMetrix using the username and password you created • 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 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	• Log into GMetrix using the username and password you created • 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 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
Recommended Duration:	50 minutes	50 minutes	50 minutes	50 minutes	50 minutes