

## Course: Gulfview Middle School: Orientation to Career & Technical Occupations Content Support/Contact: Carlos Artime, Carlos.Artime@collierschools.com, Nicole Litchko, Nicole.Litchko@collierschools.com

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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:	<ul> <li>If GMetrix is not on your computer:</li> <li>✓ Go to www.gmetrix.net and create a username and password</li> </ul>	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)		you oroutou	you oroutou	you oroutou
If you have already	✓ Download the software located at:	<ul> <li>Resume working from</li> </ul>	<ul> <li>Resume working from</li> </ul>	Resume working from	Resume working from
passed your	http://support.gmetrix.net/download	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			
please open one of the other programs	Futuration Assess Onder	training mode until you			
provided with this	Enter the Access Code:	earn an 85% or higher then move onto the testing	earn an 85% or higher then move onto the testing	earn an 85% or higher then move onto the testing	earn an 85% or higher then move onto the testing
access code in	57969-GVMMOS-29869	mode for that same test			
GMetrix and		inioue for that same test	mode for that same test	mode for that same test	inode for that same test
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.  To practice a software (ie:	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 mode	testing mode until you earn an 85% or higher then move onto the next test/project in training mode	testing mode until you earn an 85% or higher then move onto the next test/project in training mode	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	<ul> <li>Repeat each test/project in testing mode until you earn an 85% or higher then move onto the next test/project in training mode</li> </ul>	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.	<ul> <li>Repeat the above steps until you have earned an 85% or higher in all activities provided for that software</li> </ul>	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: 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				