

## Course: North Naples Middle School – Computer Applications in Business 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: 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:	<ul> <li>If GMetrix is not on your computer:</li> <li>✓ Go to <u>www.gmetrix.net</u> and create a username and password</li> </ul>	<ul> <li>Log into GMetrix using the username and password you created</li> </ul>	<ul> <li>Log into GMetrix using the username and password you created</li> </ul>	<ul> <li>Log into GMetrix using the username and password you created</li> </ul>	<ul> <li>Log into GMetrix using the username and password you created</li> </ul>
	(if you haven't already created one)	,	,	,	,
If you have already	✓ Download the software located at:	<ul> <li>Resume working from</li> </ul>	<ul> <li>Resume working from</li> </ul>	<ul> <li>Resume working from</li> </ul>	<ul> <li>Resume working from</li> </ul>
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	<ul> <li>Log into GMetrix using the username</li> </ul>				
this software,	and password you created	<ul> <li>Repeat each test/project in</li> </ul>	<ul> <li>Repeat each test/project in</li> </ul>	<ul> <li>Repeat each test/project in</li> </ul>	<ul> <li>Repeat each test/project in</li> </ul>
please open one of		training mode until you	training mode until you	training mode until you	training mode until you
the other programs	<ul> <li>Enter the Access Code:</li> </ul>	earn an 85% or higher	earn an 85% or higher	earn an 85% or higher	earn an 85% or higher
provided with this	36807-NNMMOS-43819	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	<ul> <li>Repeat each test/project in</li> </ul>	Repeat each test/project in	Repeat each test/project in	<ul> <li>Repeat each test/project in</li> </ul>
process as is listed for each day on this document.	<ul> <li>Repeat each test/project in training mode until you earn an 85% or higher then move onto the testing mode for that</li> </ul>	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 software (ie:	same test	mode	mode	mode	mode
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	<ul> <li>Repeat the above steps until you have earned an 85% or higher in all activities provided for that</li> </ul>	<ul> <li>Repeat the above steps until you have earned an 85% or higher in all activities provided for that</li> </ul>	• 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 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	Excel	Excel	Excel	Excel
Resource:	GMetrix	GMetrix	GMetrix	GMetrix	GMetrix
Task:	<ul> <li>Log into GMetrix using the username and password you created</li> </ul>	<ul> <li>Log into GMetrix using the username and password you created</li> </ul>	<ul> <li>Log into GMetrix using the username and password you created</li> </ul>	<ul> <li>Log into GMetrix using the username and password you created</li> </ul>	<ul> <li>Log into GMetrix using the username and password you created</li> </ul>
	• Resume working from where you ended the previous day	• Resume working from where you ended the previous day	<ul> <li>Resume working from where you ended the previous day</li> </ul>	<ul> <li>Resume working from where you ended the previous day</li> </ul>	<ul> <li>Resume working from where you ended the previous day</li> </ul>
	• 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				