

Microsoft Testing & Licensing | Curriculum Map

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Teacher(s): Dr. Dino Riese

Class: Microsoft Certification



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Time Frame	Unit of Study/ Topics	Objectives/ Essential Questions	Common Core Standards Addressed	Resources (i.e.: specific texts, references, etc.)	Formative Assessments	Culminating Assessment (i.e.: final tests, projects, presentations, etc.)
December Week 1	Gmetrx Microsoft Core 3 Practice Exams completed (Beginner Level Group) 65% or above Gmetrx Microsoft Core 1 Testing Continued (Intermediate & Advanced Groups)	Gmetrx Microsoft Core 3 Practice Exams completed (Beginner Level Group) 65% or above Gmetrx Microsoft Core 1 Testing Continued (Intermediate & Advanced Groups)	Gmetrx Microsoft Core 3 Practice Exams completed (Beginner Level Group) 65% or above Gmetrx Microsoft Core 1 Testing Continued (Intermediate & Advanced Groups)	Gmetrx Microsoft Core 3 Practice Exams completed (Beginner Level Group) 65% or above Gmetrx Microsoft Core 1 Testing Continued (Intermediate & Advanced Groups)	Gmetrx Microsoft Core 3 Practice Exams completed (Beginner Level Group) 65% or above Gmetrx Microsoft Core 1 Testing Continued (Intermediate & Advanced Groups)	Gmetrx Microsoft Core 3 Practice Exams completed (Beginner Level Group) 65% or above Gmetrx Microsoft Core 1 Testing Continued (Intermediate & Advanced Groups)
Week 2	Gmetrx Microsoft Core 3 Practice Exams continued (Beginner Level Group) Gmetrx Microsoft Core 3 Practice Exams Complete (Intermediate & Advanced Groups) 65% or above	Gmetrx Microsoft Core 3 Practice Exams continued (Beginner Level Group) Gmetrx Microsoft Core 3 Practice Exams Complete (Intermediate & Advanced Groups) 65% or above	Gmetrx Microsoft Core 3 Practice Exams continued (Beginner Level Group) Gmetrx Microsoft Core 3 Practice Exams Complete (Intermediate & Advanced Groups) 65% or above	Gmetrx Microsoft Core 3 Practice Exams continued (Beginner Level Group) Gmetrx Microsoft Core 3 Practice Exams Complete (Intermediate & Advanced Groups) 65% or above	Gmetrx Microsoft Core 3 Practice Exams continued (Beginner Level Group) Gmetrx Microsoft Core 3 Practice Exams Complete (Intermediate & Advanced Groups) 65% or above	Gmetrx Microsoft Core 3 Practice Exams continued (Beginner Level Group) Gmetrx Microsoft Core 3 Practice Exams Complete (Intermediate & Advanced Groups) 65% or above
Week 3	Winter Recess	Winter Recess	Winter Recess	Winter Recess	Winter Recess	Winter Recess
Week 4	Winter Recess	Winter Recess	Winter Recess	Winter Recess	Winter Recess	Winter Recess

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January Week 1	Gmetrx Microsoft Core 1 Testing Begins (Intermediate & Advanced Groups) Gmetrx Microsoft Core 3 Practice Exams continued (Beginner Level Group)	Gmetrx Microsoft Core 1 Testing Begins (Intermediate & Advanced Groups) Gmetrx Microsoft Core 3 Practice Exams continued (Beginner Level Group)	Gmetrx Microsoft Core 1 Testing Begins (Intermediate & Advanced Groups) Gmetrx Microsoft Core 3 Practice Exams continued (Beginner Level Group)	Gmetrx Microsoft Core 1 Testing Begins (Intermediate & Advanced Groups) Gmetrx Microsoft Core 3 Practice Exams continued (Beginner Level Group)	Gmetrx Microsoft Core 1 Testing Begins (Intermediate & Advanced Groups) Gmetrx Microsoft Core 3 Practice Exams continued (Beginner Level Group)	Gmetrx Microsoft Core 1 Testing Begins (Intermediate & Advanced Groups) Gmetrx Microsoft Core 3 Practice Exams continued (Beginner Level Group)
Week 2	Gmetrx Microsoft Core 1 Testing Continued (Intermediate & Advanced Groups) Gmetrx Microsoft Core 3 Practice Exams continued (Beginner Level Group)	Gmetrx Microsoft Core 1 Testing Continued (Intermediate & Advanced Groups) Gmetrx Microsoft Core 3 Practice Exams continued (Beginner Level Group)	Gmetrx Microsoft Core 1 Testing Continued (Intermediate & Advanced Groups) Gmetrx Microsoft Core 3 Practice Exams continued (Beginner Level Group)	Gmetrx Microsoft Core 1 Testing Continued (Intermediate & Advanced Groups) Gmetrx Microsoft Core 3 Practice Exams continued (Beginner Level Group)	Gmetrx Microsoft Core 1 Testing Continued (Intermediate & Advanced Groups) Gmetrx Microsoft Core 3 Practice Exams continued (Beginner Level Group)	Gmetrx Microsoft Core 1 Testing Continued (Intermediate & Advanced Groups) Gmetrx Microsoft Core 3 Practice Exams continued (Beginner Level Group)
Week 3	<u>Implementation of Gmetrx and Testing Software for Microsoft PowerPoint certifications</u> <u>\Practice Exam Core 1 Microsoft PowerPoint</u> <u>- Beginner Level Skill Sets</u>	<u>Focus Question</u> ▪ How many functions and formatting options are embedded in Microsoft Word that you think you don't know? <u>Objective</u> ▪ Students will complete the core 1 testing section of the Gmetrx practice exams scoring 650 points or higher on: - Sharing and Maintaining Documents - Formatting Content - Including Illustrations and Graphics in a Document	Career Development & Occupational Studies Core Standards #2 - Students will demonstrate how they apply academic knowledge and skills in the workplace and other settings. #4 – Students who choose a career major will acquire the career-specific technical knowledge/skills necessary to progress towards gainful employment, career advancement, and success in post-secondary programs	▪ Internet Connection ▪ System Software for Microsoft Certification Interactive Software (Student Vouchers) ▪ Microsoft PowerPoint 2010 version (Lab License)	▪ Students must complete the Core 1 Skill Set of the Gmetrx Practice Exam for Microsoft Certifications	▪ Students must score a minimum of 650 or higher on the Core 1 in each of the following assessments: - Sharing and Maintaining Documents - Formatting Content - Applying Page Layout and Reusable Content - Including Illustrations and Graphics in a Document - Proofreading documents - Applying References and Hyperlinks - Performing Mail Merge Operations
Week 4	Finals Week	Finals Week	Finals Week	Finals Week	Finals Week	Finals Week

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June Week 1	Group Work for Notebook finalization Group work for missing exams for the year Peer Assistance / Evaluation	Group Work for Notebook finalization Group work for missing exams for the year Peer Assistance / Evaluation	Group Work for Notebook finalization Group work for missing exams for the year Peer Assistance / Evaluation	Group Work for Notebook finalization Group work for missing exams for the year Peer Assistance / Evaluation	Group Work for Notebook finalization Group work for missing exams for the year Peer Assistance / Evaluation	Group Work for Notebook finalization Group work for missing exams for the year Peer Assistance / Evaluation
Week 2	Group Work for Notebook finalization Group work for missing exams for the year Peer Assistance / Evaluation	Group Work for Notebook finalization Group work for missing exams for the year Peer Assistance / Evaluation	Group Work for Notebook finalization Group work for missing exams for the year Peer Assistance / Evaluation	Group Work for Notebook finalization Group work for missing exams for the year Peer Assistance / Evaluation	Group Work for Notebook finalization Group work for missing exams for the year Peer Assistance / Evaluation	Group Work for Notebook finalization Group work for missing exams for the year Peer Assistance / Evaluation
Week 3	Final Exams	Final Exams	Final Exams	Final Exams	Final Exams	Final Exams
Week 4	Final Exams	Final Exams	Final Exams	Final Exams	Final Exams	Final Exams