



Microsoft Testing & Licensing | Curriculum Map

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.)
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 IQ Testing Software for Microsoft Power Point Certifications</u> <u>\Practice Exam Core 1 Microsoft Power Point</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 academic knowledge and skills are applied 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 ▪ I.Q. System Software for Microsoft Certification Interactive Software (Student Vouchers) ▪ Microsoft Power Point 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	Regents Week	Regents Week	Regents Week	Regents Week	Regents Wee	Regents Week



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<p>May Week 1</p>	<p>Group Work for Notebook finalization</p> <p>Group work for missing exams for the year</p>	<p>Group Work for Notebook finalization</p> <p>Group work for missing exams for the year</p>	<p>Group Work for Notebook finalization</p> <p>Group work for missing exams for the year</p>	<p>Group Work for Notebook finalization</p> <p>Group work for missing exams for the year</p>	<p>Group Work for Notebook finalization</p> <p>Group work for missing exams for the year</p>	<p>Group Work for Notebook finalization</p> <p>Group work for missing exams for the year</p>
<p>Week 2</p>	<p>Group Work for Notebook finalization</p> <p>Group work for missing exams for the year</p>	<p>Group Work for Notebook finalization</p> <p>Group work for missing exams for the year</p>	<p>Group Work for Notebook finalization</p> <p>Group work for missing exams for the year</p>	<p>Group Work for Notebook finalization</p> <p>Group work for missing exams for the year</p>	<p>Group Work for Notebook finalization</p> <p>Group work for missing exams for the year</p>	<p>Group Work for Notebook finalization</p> <p>Group work for missing exams for the year</p>
<p>Week 3</p>	<p>Group Work for Notebook finalization</p> <p>Group work for missing exams for the year</p>	<p>Group Work for Notebook finalization</p> <p>Group work for missing exams for the year</p>	<p>Group Work for Notebook finalization</p> <p>Group work for missing exams for the year</p>	<p>Group Work for Notebook finalization</p> <p>Group work for missing exams for the year</p>	<p>Group Work for Notebook finalization</p> <p>Group work for missing exams for the year</p>	<p>Group Work for Notebook finalization</p> <p>Group work for missing exams for the year</p>
<p>Week 4</p>	<p>Group Work for Notebook finalization</p> <p>Group work for missing exams for the year</p>	<p>Group Work for Notebook finalization</p> <p>Group work for missing exams for the year</p>	<p>Group Work for Notebook finalization</p> <p>Group work for missing exams for the year</p>	<p>Group Work for Notebook finalization</p> <p>Group work for missing exams for the year</p>	<p>Group Work for Notebook finalization</p> <p>Group work for missing exams for the year</p>	<p>Group Work for Notebook finalization</p> <p>Group work for missing exams for the year</p>

