

Certification Training

LEARNING GOAL & SCALE: Standard	
4	Student will be successful in level 3 and: <ul style="list-style-type: none"> ✓ Pass an industry certification related to the technology tool they choose (Microsoft Office, Microsoft Technology, or Adobe)
3	Student will be successful in level 2 and: Train for an industry certification related to your career goal: <ul style="list-style-type: none"> ✓ Microsoft Office for business, management, or office careers. ✓ Microsoft Technology Associate for any IT, programming, software development, or networking/security careers. ✓ Adobe Certified Associate for artistic or creative careers (Standard 78.03).
2	Student will: Examine industry certification options and requirements including: Microsoft Office, Microsoft Technology Associate, and Adobe Certified Associate.
1	With help from the teacher, the student has partial success with the current content.
0	Even with help, the student has no success with the current content.

Let's Earn Certifications!

Did you know certifications can increase earning power and job security? Everything in technology needs reworking and certs are NOT an exception! As real-world needs evolve, so must certifications and so must you! You can get real-world industry certifications that can cost hundreds outside of school for FREE! All you have to do is put in the time and effort!



CERTIFICATIONS: ONCE YOU GET AT LEAST A 90% ON THE PRACTICE TESTS (NOT TRAININGS BUT TESTS) LET ME KNOW AND I WILL SIGN YOU UP TO TAKE THE REAL THING- ALL EXPENSIVES COVERED!

What certification should I take? You can take multiple!

Business/Office- Microsoft Bundle (Word, Excel, PowerPoint, and/or Outlook).

Art/Animation- Adobe products

IT/Programming/Gaming- MTA: Mobility and Device Fundamentals (1st or 2nd year), Windows OS Fundamentals (1st or 2nd year), HTML5 App Development (only for 2nd year students), Software Development Fundamentals (not until year 3 and must already have HTML5).

Instructions to Train:

You must register in GMetrix before beginning by going to gmetrix.net. Fill out your information then once done log in and use the access code below. If it asks for institution number CAS is 90062072.

Access Code:
83468-Kirk17-06973

FOR MICROSOFT: Choose your PRODUCT (Excel, PowerPoint, Word for Microsoft), From the drop down, click training, choose the training* from the second drop down, Click Next, Click Start...read directions, Click Next. --Once you are done with training do one of the “tests” and see what you do; if you get a high score let Mrs. Kirk know and she can sign you up to test. *For Microsoft- The trainings that say “**Core Project**” are project based and are the ones closest to the exams. The ones that says “Core Test” are question based tasks so it depends on your learning style which one you choose. *****WHEN YOU GO TO EXIT- YOU MUST SAVE YOUR PROJECT DOCUMENT TO YOUR “H” DRIVE OR FLASHDRIVE IF YOU WANT TO CONTINUE LATER. WHEN YOU RESUME YOU MUST OPEN IT AGAIN.**

FOR ADOBE: Go to the internet and go to gmetrix.net, use the log in you just created, type in your access code 83468-Kirk17-06973.

Choose the product you are interested in (choose the one that says CC) PhotoShop, Illustrator, or InDesign for Adobe. From the drop down, click training, choose the training* from the second drop down, Click Next, Click Start...read directions, Click Next. --Once done with training do one of the “tests” and see what you do; if you get a high score let Mrs. Kirk know and she can sign you up to test. *For Adobe- I recommend starting with “Test Training 1”.

****If you need help on how to do a task while training click the light bulb at the top (or question mark in bottom right depending on what you are training for).**