

LEARNING GOAL & SCALE: Standard	
4	Student will be successful in level 3 and: ✓ Pass an industry certification related to the technology tool they choose (Microsoft Office, Adobe, etc.)
3	Student will: Use information technology tools. (Standard 56.0) ✓ Employ technological tools to expedite workflow and employ computer operations applications (actually know how to use the tools mentioned in level 2- know basics of each tool and advanced uses of at least one tool)
2	Student will: Understand what different technology tools are available and the various tasks they are used for. Technology tools include: Microsoft Word, Excel, PowerPoint and Adobe InDesign, Illustrator, and Photoshop. In addition have an understanding of tools used specifically for game design including: GameMaker, Unity, Unreal Engine, and Blender.
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!



**Programmers:** You have a choice between working on your group game and/or training for an industry certification.

**Non-programmers:** Students will choose what program they want to earn an industry certification in. Students may work towards Microsoft Office Specialist in Word, Excel, and/or PowerPoint OR Adobe products of their choice (Photoshop, Illustrator, InDesign).

**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 (1<sup>st</sup> or 2<sup>nd</sup> year), Windows OS Fundamentals (1<sup>st</sup> or 2<sup>nd</sup> year), HTML5 App Development (only for 2<sup>nd</sup> year students), Software Development Fundamentals (not until year 3 and must already have HTML5).

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### **Instructions to Train:**

You must register in G-Metrix 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 click the light bulb at the top (or questions mark in bottom right depending on what you are training for). FOR MICROSOFT: WHEN YOU GO TO EXIT- YOU MUST CLICK THE RED X IN THE BOTTOM RIGHT CORNER AND THEN CLICK “**SAVE**”...IF YOU DO NOT **CLICK SAVE** YOUR PROGRESS WILL BE LOST.**