

Course: Naples High School – Early Childhood Education 1
Content Support/Contact: Carlos Artime, Carlos.Artime@collierschools.com, Nicole Litchko, Nicole.Litchko@collierschools.com

Week 1	Day 1	Day 2	Day 3	Day 4	Day 5
Lesson/ Topic:	Microsoft Office Specialist: PowerPoint	Microsoft Office Specialist: PowerPoint	Microsoft Office Specialist: PowerPoint	Microsoft Office Specialist: PowerPoint	Microsoft Office Specialist: PowerPoint
Resource:	GMetrix	GMetrix	GMetrix	GMetrix	GMetrix
Task: Notes:	 If GMetrix is not on your computer: ✓ Go to www.gmetrix.net and create a username and password 	Log into GMetrix using the username and password you created	Log into GMetrix using the username and password you created	Log into GMetrix using the username and password you created	Log into GMetrix using the username and password you created
	(if you haven't already created one)				
If you have already	✓ Download the software located at:	 Resume working from 	 Resume working from 	 Resume working from 	 Resume working from
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	Log into GMetrix using the username				
this software,	and password you created	 Repeat each test/project in 	 Repeat each test/project in 	 Repeat each test/project in 	 Repeat each test/project in
please open one of		training mode until you	training mode until you	training mode until you	training mode until you
the other programs	Enter the Access Code:	earn an 85% or higher	earn an 85% or higher	earn an 85% or higher	earn an 85% or higher
provided with this access code in	51606-NHSERLED-67593	then move onto the testing	then move onto the testing	then move onto the testing	then move onto the testing
GMetrix and		mode for that same test	mode for that same test	mode for that same test	mode for that same test
complete the same	Open Test or Project 1 in Training Mode	Repeat each test/project in	Repeat each test/project in	Repeat each test/project in	Repeat each test/project in
process as is listed for each day on this document. To practice a software (ie:	Repeat each test/project in training mode until you earn an 85% or higher then move onto the testing mode for that same test	testing mode until you earn an 85% or higher then move onto the next test/project in training mode	testing mode until you earn an 85% or higher then move onto the next test/project in training mode	testing mode until you earn an 85% or higher then move onto the next test/project in training mode	testing mode until you earn an 85% or higher then move onto the next test/project in training 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	Repeat the above steps until you have earned an 85% or higher in all activities provided for that	 Repeat the above steps until you have earned an 85% or higher in all activities provided for that 	Repeat the above steps until you have earned an 85% or higher in all activities provided for that
be working on.	 Repeat the above steps until you have earned an 85% or higher in all activities provided for that software 	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: PowerPoint	Microsoft Office Specialist: PowerPoint	Microsoft Office Specialist: PowerPoint	Microsoft Office Specialist: PowerPoint	Microsoft Office Specialist: PowerPoint
Resource:	GMetrix	GMetrix	GMetrix	GMetrix	GMetrix
Task:	Log into GMetrix using the username and password you created	Log into GMetrix using the username and password you created	Log into GMetrix using the username and password you created	Log into GMetrix using the username and password you created	Log into GMetrix using the username and password you created
	Resume working from where you ended the previous day	Resume working from where you ended the previous day	Resume working from where you ended the previous day	Resume working from where you ended the previous day	Resume working from where you ended the previous day
	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	50 minutes	50 minutes	50 minutes	50 minutes



Course: Naples High School – Early Childhood Education 2

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Week 1	Day 1	Day 2	Day 3	Day 4	Day 5
Lesson/ Topic:	Microsoft Office Specialist: Word	Microsoft Office Specialist: Word	Microsoft Office Specialist: Word	Microsoft Office Specialist: Word	Microsoft Office Specialist: Word
Resource:	GMetrix	GMetrix	GMetrix	GMetrix	GMetrix
Task: Notes:	If GMetrix is not on your computer: ✓ Go to <u>www.gmetrix.net</u> and create a username and password	Log into GMetrix using the username and password you created	Log into GMetrix using the username and password you created	Log into GMetrix using the username and password you created	Log into GMetrix using the username and password you created
	(if you haven't already created one)			-	
If you have already	✓ Download the software located at:	Resume working from	Resume working from	Resume working from	Resume working from
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	 Log into GMetrix using the username 				
this software,	and password you created	 Repeat each test/project in 	 Repeat each test/project in 	 Repeat each test/project in 	 Repeat each test/project in
please open one of		training mode until you	training mode until you	training mode until you	training mode until you
the other programs	Enter the Access Code:	earn an 85% or higher	earn an 85% or higher	earn an 85% or higher	earn an 85% or higher
provided with this	51606-NHSERLED-67593	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	Repeat each test/project in	Repeat each test/project in	Repeat each test/project in	Repeat each test/project in
process as is listed for each day on this document. To practice a	Repeat each test/project in training mode until you earn an 85% or higher then move onto the testing mode for that same test	testing mode until you earn an 85% or higher then move onto the next test/project in training mode	testing mode until you earn an 85% or higher then move onto the next test/project in training mode	testing mode until you earn an 85% or higher then move onto the next test/project in training mode	testing mode until you earn an 85% or higher then move onto the next test/project in training mode
software (ie: 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	Repeat the above steps until you have earned an 85% or higher in all activities provided for that	 Repeat the above steps until you have earned an 85% or higher in all activities provided for that 	Repeat the above steps until you have earned an 85% or higher in all activities provided for that
be working on.	 Repeat the above steps until you have earned an 85% or higher in all activities provided for that software 	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:	Microsoft Office Specialist:	Microsoft Office Specialist:	Microsoft Office Specialist:	Microsoft Office Specialist:
	Word	Word	Word	Word	Word
Resource:	GMetrix	GMetrix	GMetrix	GMetrix	GMetrix
Task:	Log into GMetrix using the username and password you created	Log into GMetrix using the username and password you created	Log into GMetrix using the username and password you created	Log into GMetrix using the username and password you created	Log into GMetrix using the username and password you created
	Resume working from where you ended the previous day	Resume working from where you ended the previous day	Resume working from where you ended the previous day	Resume working from where you ended the previous day	Resume working from where you ended the previous day
	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	50 minutes	50 minutes	50 minutes	50 minutes



Course: Naples High School – Early Childhood Education 3

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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:	If GMetrix is not on your computer: ✓ Go to <u>www.gmetrix.net</u> and create a username and password	Log into GMetrix using the username and password you created	Log into GMetrix using the username and password you created	Log into GMetrix using the username and password you created	Log into GMetrix using the username and password you created
	(if you haven't already created one)			-	
If you have already	✓ Download the software located at:	Resume working from	Resume working from	Resume working from	Resume working from
passed your	http://support.gmetrix.net/download	where you ended the			
Industry		previous day	previous day	previous day	previous day
Certification for	 Log into GMetrix using the username 				
this software,	and password you created	 Repeat each test/project in 			
please open one of		training mode until you			
the other programs	Enter the Access Code:	earn an 85% or higher			
provided with this	51606-NHSERLED-67593	then move onto the testing			
access code in		mode for that same test			
GMetrix and complete the same	Open Test or Project 1 in Training Mode	Repeat each test/project in			
process as is listed for each day on this document. To practice a software (ie:	Repeat each test/project in training mode until you earn an 85% or higher then move onto the testing mode for that same test	testing mode until you earn an 85% or higher then move onto the next test/project in training mode	testing mode until you earn an 85% or higher then move onto the next test/project in training mode	testing mode until you earn an 85% or higher then move onto the next test/project in training mode	testing mode until you earn an 85% or higher then move onto the next test/project in training 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	Repeat the above steps until you have earned an 85% or higher in all activities provided for that	Repeat the above steps until you have earned an 85% or higher in all activities provided for that	Repeat the above steps until you have earned an 85% or higher in all activities provided for that
be working on.	 Repeat the above steps until you have earned an 85% or higher in all activities provided for that software 	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:	Microsoft Office Specialist:	Microsoft Office Specialist:	Microsoft Office Specialist:	Microsoft Office Specialist:
	Excel	Excel	Excel	Excel	Excel
Resource:	GMetrix	GMetrix	GMetrix	GMetrix	GMetrix
Task:	Log into GMetrix using the username and password you created	Log into GMetrix using the username and password you created	Log into GMetrix using the username and password you created	Log into GMetrix using the username and password you created	Log into GMetrix using the username and password you created
	Resume working from where you ended the previous day	Resume working from where you ended the previous day	Resume working from where you ended the previous day	Resume working from where you ended the previous day	Resume working from where you ended the previous day
	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	50 minutes	50 minutes	50 minutes	50 minutes



Course: Naples High School – Early Childhood Education 4

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Week 1	Day 1	Day 2	Day 3	Day 4	Day 5
Lesson/ Topic:	Microsoft Office Specialist: Outlook	Microsoft Office Specialist: Outlook	Microsoft Office Specialist: Outlook	Microsoft Office Specialist: Outlook	Microsoft Office Specialist: Outlook
Resource:	GMetrix	GMetrix	GMetrix	GMetrix	GMetrix
Task: Notes:	If GMetrix is not on your computer: ✓ Go to <u>www.gmetrix.net</u> and create a username and password	Log into GMetrix using the username and password you created	Log into GMetrix using the username and password you created	Log into GMetrix using the username and password you created	Log into GMetrix using the username and password you created
	(if you haven't already created one)			•	
If you have already	✓ Download the software located at:	Resume working from	Resume working from	Resume working from	Resume working from
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	Log into GMetrix using the username				
this software,	and password you created	 Repeat each test/project in 	 Repeat each test/project in 	 Repeat each test/project in 	Repeat each test/project in
please open one of		training mode until you	training mode until you	training mode until you	training mode until you
the other programs	Enter the Access Code:	earn an 85% or higher	earn an 85% or higher	earn an 85% or higher	earn an 85% or higher
provided with this	51606-NHSERLED-67593	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	Repeat each test/project in	Repeat each test/project in	Repeat each test/project in	Repeat each test/project in
process as is listed for each day on this document.	Repeat each test/project in training mode until you earn an 85% or higher then move onto the testing mode for that same test	testing mode until you earn an 85% or higher then move onto the next test/project in training mode	testing mode until you earn an 85% or higher then move onto the next test/project in training mode	testing mode until you earn an 85% or higher then move onto the next test/project in training mode	testing mode until you earn an 85% or higher then move onto the next test/project in training mode
software (ie: 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	Repeat the above steps until you have earned an 85% or higher in all activities provided for that	 Repeat the above steps until you have earned an 85% or higher in all activities provided for that 	Repeat the above steps until you have earned an 85% or higher in all activities provided for that
be working on.	 Repeat the above steps until you have earned an 85% or higher in all activities provided for that software 	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:				
	Outlook	Outlook	Outlook	Outlook	Outlook
Resource:	GMetrix	GMetrix	GMetrix	GMetrix	GMetrix
Task:	Log into GMetrix using the username and password you created	Log into GMetrix using the username and password you created	Log into GMetrix using the username and password you created	Log into GMetrix using the username and password you created	Log into GMetrix using the username and password you created
	Resume working from where you ended the previous day	Resume working from where you ended the previous day	Resume working from where you ended the previous day	Resume working from where you ended the previous day	Resume working from where you ended the previous day
	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				