

Course: Lely High School – Criminal Justice Operations 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:	<ul> <li>If GMetrix is not on your computer:</li> <li>✓ Go to www.gmetrix.net and create a username and password</li> </ul>	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	<ul> <li>Log into GMetrix using the username</li> </ul>				
this software,	and password you created	<ul> <li>Repeat each test/project in</li> </ul>			
please open one of		training mode until you			
the other programs	<ul><li>Enter the Access Code:</li></ul>	earn an 85% or higher			
provided with this	98977-LHSCJ-07741	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	<ul> <li>Repeat each test/project in testing mode until you earn an 85% or higher then move onto the next test/project in training mode</li> </ul>	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.	<ul> <li>Repeat the above steps until you have earned an 85% or higher in all activities provided for that software</li> </ul>	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:
	PowerPoint	PowerPoint	PowerPoint	PowerPoint	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	<ul> <li>Repeat each test/project in training mode until you earn an 85% or higher then move onto the testing mode for that same test</li> </ul>	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	<ul> <li>Repeat each test/project in testing mode until you earn an 85% or higher then move onto the next test/project in training mode</li> </ul>	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: Lely High School – Criminal Justice Operations 2

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: Word	Microsoft Office Specialist: Word	Microsoft Office Specialist: Word	Microsoft Office Specialist: Word	Microsoft Office Specialist: Word
Resource:	GMetrix	GMetrix	GMetrix	GMetrix	GMetrix
Task:	<ul> <li>If GMetrix is not on your computer:</li> <li>✓ Go to www.gmetrix.net and create a username and password</li> </ul>	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 Industry	http://support.gmetrix.net/download	where you ended the previous day			
Certification for	Log into GMetrix using the username	promote day	promote day	promote day	p.oouc duly
this software, please open one of	and password you created	Repeat each test/project in training mode until you	Repeat each test/project in training mode until you	Repeat each test/project in training mode until you	Repeat each test/project in training mode until you
the other programs	Enter the Access Code:	earn an 85% or higher			
provided with this	98977-LHSCJ-07741	then move onto the testing			
access code in GMetrix and		mode for that same test			
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	<ul> <li>Repeat each test/project in testing mode until you earn an 85% or higher then move onto the next test/project in training mode</li> </ul>	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.	<ul> <li>Repeat the above steps until you have earned an 85% or higher in all activities provided for that software</li> </ul>	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	<ul> <li>Repeat each test/project in training mode until you earn an 85% or higher then move onto the testing mode for that same test</li> </ul>	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	<ul> <li>Repeat each test/project in testing mode until you earn an 85% or higher then move onto the next test/project in training mode</li> </ul>	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: Lely High School – Criminal Justice Operations 3

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: 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:	<ul> <li>If GMetrix is not on your computer:</li> <li>✓ Go to www.gmetrix.net and create a username and password</li> </ul>	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	<ul> <li>Log into GMetrix using the username</li> </ul>		,		,
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	98977-LHSCJ-07741	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:	<ul> <li>Repeat each test/project in training mode until you earn an 85% or higher then move onto the testing mode for that same test</li> </ul>	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	<ul> <li>Repeat each test/project in testing mode until you earn an 85% or higher then move onto the next test/project in training mode</li> </ul>	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.	<ul> <li>Repeat the above steps until you have earned an 85% or higher in all activities provided for that software</li> </ul>	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:				
	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				



Course: Lely High School – Criminal Justice Operations 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:	Microsoft Office Specialist:	Microsoft Office Specialist:	Microsoft Office Specialist:
		Outlook	Outlook	Outlook	Outlook
Resource:	GMetrix	GMetrix	GMetrix	GMetrix	GMetrix
Task:	• If GMetrix is not on your computer:     ✓ Go to <a href="https://www.gmetrix.net">www.gmetrix.net</a> and create	Log into GMetrix using the username and password			
	a username and password (if you haven't already created one)	you created	you created	you created	you created
If you have already	✓ Download the software located at:	<ul> <li>Resume working from</li> </ul>			
passed your	http://support.gmetrix.net/download	where you ended the			
Industry		previous day	previous day	previous day	previous day
Certification for	<ul> <li>Log into GMetrix using the username</li> </ul>				
this software,	and password you created	Repeat each test/project in	<ul> <li>Repeat each test/project in</li> </ul>	<ul> <li>Repeat each test/project in</li> </ul>	<ul> <li>Repeat each test/project in</li> </ul>
please open one of		training mode until you			
the other programs	Enter the Access Code:	earn an 85% or higher			
provided with this	98977-LHSCJ-07741	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	<ul> <li>Repeat each test/project in testing mode until you earn an 85% or higher then move onto the next test/project in training mode</li> </ul>	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.	<ul> <li>Repeat the above steps until you have earned an 85% or higher in all activities provided for that software</li> </ul>	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:
•	Outlook	Outlook	Outlook	Outlook	Outlook
Resource:	GMetrix	GMetrix	GMetrix	GMetrix	GMetrix
Task:	Log into GMetrix using the username and password you created	<ul> <li>Log into GMetrix using the username and password you created</li> </ul>	Log into GMetrix using the username and password you created	<ul> <li>Log into GMetrix using the username and password you created</li> </ul>	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	<ul> <li>Repeat each test/project in training mode until you earn an 85% or higher then move onto the testing mode for that same test</li> </ul>	Repeat each test/project in training mode until you earn an 85% or higher then move onto the testing mode for that same test	<ul> <li>Repeat each test/project in training mode until you earn an 85% or higher then move onto the testing mode for that same test</li> </ul>	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	<ul> <li>Repeat each test/project in testing mode until you earn an 85% or higher then move onto the next test/project in training mode</li> </ul>	Repeat each test/project in testing mode until you earn an 85% or higher then move onto the next test/project in training mode	<ul> <li>Repeat each test/project in testing mode until you earn an 85% or higher then move onto the next test/project in training mode</li> </ul>	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