

INFORMATION PROCESSING

The knowledge gained from the 3 levels of this course will prepare students for the Certification Exam for Microsoft Office to become a certified Microsoft Office Specialist.

MICROSOFT OFFICE CERTIFICATIONS INTRODUCTORY (5 credits)

Basic computer skills are required in most career fields. In Microsoft Office Certifications, students will learn word processing, spreadsheets, database, and presentation software using Microsoft Office 2010. This course is strongly recommended for all Grade 10 students and is a prerequisite for Microsoft Office Certifications Intermediate.

MICROSOFT OFFICE CERTIFICATIONS INTERMEDIATE (5 credits)

Students will extend their knowledge from Microsoft Office Certifications Introductory. Due to the nature of the class, students should be self-directed, independent workers. This course is a prerequisite for Microsoft Office Certifications Advanced.

MICROSOFT OFFICE CERTIFICATIONS ADVANCED (5 credits)

This level prepares students for the certification exams. Due to the nature of the class, students should be self-directed, independent workers. Students mastering this course will be able to take Microsoft Office Certification Exams to become a certified Microsoft Office Specialist.

BUSINESS SERVICES – KNOWLEDGE & EMPLOYABILITY PROGRAM

(by consent of Guidance)

This program allows the students to become familiar with the workings of an office situation and earn credits through working on tasks related to a variety of clerical positions.