

Revised for Fall, 2019

<p>2nd Semester</p> <ul style="list-style-type: none">• Excel<ul style="list-style-type: none">Formulas & FunctionsIF, PMT FunctionsSpreadsheet Application ProjectCertification test on Excel• Presentation Software PowerPoint skills<ul style="list-style-type: none">Research project (ex. Fortune 500 Co)• Basic Web Design• Software Integration Project (optional)<ul style="list-style-type: none">Ex. Skateboarding, Go-Venture, Webpage) <p>TEKS Test – Excel and PowerPoint</p>	<p>3rd grading pd</p> <p>4th grading pd</p>
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Primary Instructional Materials: Office 2016-Shelly Cashman Series ISBN-9781337751698 online;
SAM.cengage.com