



Revised for Fall, 2019

<p>2<sup>nd</sup> Semester</p> <ul style="list-style-type: none"><li>• Spreadsheets -- Excel</li><li>• MOS Excel Skills</li><li>• GMetrix Excel Training and Practice Tests</li><li>• Certification Test for Excel</li><li>• UIL Competition Preparation</li><li>• Presentation --PowerPoint</li><li>• MOS PowerPoint Skills</li><li>• GMetrix PowerPoint Training and Practice Tests</li><li>• Certification Test for PowerPoint</li><li>• Independent Study</li><li>• Expert Certification Testing (optional)</li><li>• Projects that utilize communication and other occupational skills</li></ul>	<p>3<sup>rd</sup> grading pd</p> <p>4<sup>th</sup> grading pd</p>
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Primary Instructional Materials:

Microsoft Office 2016, Shelly-Cashman Post Advanced ISBN 978-133251358