

Revised for Fall, 2018

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

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