

Business Office Specialist



Career & Technical Education Website: www.graniteschools.org/cte

Course Information

Location: Your High School
Offered to: 9-12 grades
Length: Semester
Credits: .5 CTE or Elective
Prerequisite: Digital Literacy preferred



Course Description

This course applies advanced concepts and principles using word processing, spreadsheets, databases, and electronic presentation software. Students will integrate applications learned. This course prepares the student to take Microsoft Office Specialist tests which are industry standard. Can count as the graduation requirement for Digital Studies.



Topics Include:

- **Word processing skills:** tables, references, formatting and page layout, mail merge
- **Spreadsheet skills:** formatting and layout, formulas and functions, charts, database features, printing
- **Presentation skills:** slide masters, hyperlinks, action buttons
- **Database skills:** management systems, queries, reports

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