Badge Details

Name	0903 – Computer Technology II
Description	This course applies advanced concepts and principles using word processing, spreadsheets, databases, and electronic presentation software. Students may have the opportunity to obtain a Microsoft Office Specialist industry certificate through Microsoft and Certiport per district discretion. The certification is recognized worldwide as the best method for employers to validate computer skill proficiency. Students will demonstrate the knowledge, skills, and abilities to productively use Microsoft Office. Microsoft Office Specialist certification enables you to tap the full features and functionality of the Microsoft Office system, resulting in heightened levels of individual performance, confidence, and differentiation.

Criteria	*Candidates receiving this certification will take an exam with the following criteria:* The exam is composed of 49 questions. 1. Document Editing 37% 2. Spreadsheet Skills 48% 3. Electronic Presentation Skills 15% 4. Database Skills (Optional)