

WCSD BUSINESS DEPARTMENT Courses

“Arrive Prepared”

Microsoft Office

Why take this business elective?

This ½ credit course will take you beyond the learning that you got at the K-8 level. You will begin the semester learning appropriate keyboarding skills before transitioning to the skills that will help you manage your own documents or a small office efficiently and effectively. After learning to overcome annoying issues in formatting Word documents like ruler tabs, numbered lists, page numbers, and tables, you will learn to set up business cards and do a mail merge. You will learn the basics of spreadsheet software including sorting, formulas, conditional formats, and graphing. You will learn the basics of using and setting up a database in Access. You will do projects that integrate all of these products with each other and display the information in PowerPoint.

How will this business course help me in real life?

Whether you run a small office or just want to get your other coursework turned in efficiently, you will develop the confidence you need to produce professional looking results that allow you to put your best foot forward without spending a lot of time getting it done.

When will I ever use this again?

Most likely every day!

What course sequences are recommended with this course?

Microsoft Office is one of the core courses for the CTE pathway. It is a great complement to all of our business courses. It can be paired with any other ½ year business course to complete a full year elective.