



## **Business Office Specialist**

### **Disclosure Addendum**

Teacher: Mrs. Shaffer

[patrice.shaffer@jordandistrict.org](mailto:patrice.shaffer@jordandistrict.org)

Business Office Specialist is a semester class. This course applies advanced concepts and principles using word processing, spreadsheets, databases, and electronic presentation software. Students will integrate applications learned. This course builds on skills included in Digital Literacy. Credit earned through successful completion of this course fulfills the **.5 Digital Studies credit required for high school graduation.**

Students will take a **state skills certification test** at the end of the course. Students who achieve 80% on all performance objectives and 80% on the written test will be issued a **CTE Skills Certificate** that can be used for job resumes and scholarship applications.