

#515 Keyboarding & Document Processing 1	
Prerequisite: None	
Offered to Grades 9 - 12	
Dual Credit with <i>MVCC: IMS 100</i> (proposed 2015-2016)	
<ul style="list-style-type: none"> • Typing - Accuracy <ul style="list-style-type: none"> ○ Alpha ○ Numeric Keypad ○ Symbols • Typing – Speed • Document Processing 	9 weeks approximate ongoing 9 weeks
#539 Computer Applications - Information Processing	
Prerequisite: <i>Computer Concepts</i>	
Offered to Grades 10 – 12	
Dual Credit with <i>MVCC: OSA 145</i> (proposed 2015-2016)	
Opportunity for Certification Exams: <i>Microsoft Word 2013 Core Certification</i> <i>Exam 77 - 418</i>	
AND <i>Microsoft Word 2013 Expert Certification</i> <i>Exam 77 - 425 and 426</i>	
• Microsoft Word	18 weeks

#516 Computer Concepts	
Recommended: #515-Keyboarding & Document Processing 1	
Offered to Grades 9 - 12	
Dual Credit with <i>MVCC: IMS 115</i> (proposed 2015-2016)	
Opportunity for Certification Exams: <i>Microsoft PowerPoint 2013 Certification</i> <i>Exam 77 - 442</i>	
<ul style="list-style-type: none"> • <i>Microsoft PowerPoint</i> • <i>Microsoft Word</i> • <i>Microsoft Excel</i> • <i>Microsoft Access</i> • <i>Microsoft Publisher</i> 	6 weeks approximate 4 weeks 4 weeks 3 weeks 2 weeks

#535 Computer Applications - Data Processing –	
Prerequisite: <i>Computer Concepts</i>	
Offered to Grades 10 – 12	
Dual Credit with <i>MVCC: OSA 122</i> (proposed 2015-2016)	
Opportunity for Certification Exams: <i>Microsoft Excel 2013 Core Certification</i> <i>Exam 77 - 420</i>	
AND/OR <i>Microsoft Excel 2013 Expert Certification</i> <i>Exam 77 - 427 and 428</i> <i>Microsoft Access 2013 Core Certification</i> <i>Exam 77 - 424</i>	
<ul style="list-style-type: none"> • Microsoft Excel • Microsoft Access 	9 weeks approximate 9 weeks