

# Office Specialist 1 - Preparation

Students complete the Office Specialist sequence identified locally or progress in the sequence until prepared to transfer into other business courses. Students develop skills in areas including keyboarding, word processing, office procedures, and records management. If a fourth year is needed, the teacher should use simulated activities in the following areas: word processing, spreadsheets, databases, telecommunications, desktop publishing, and records management.

**Credits** 1

**Grades**

9, 10, 11, 12

**Schools**

Battlefield High School

Patriot High School

**Prerequisites**

None