



DAVIS SCHOOL DISTRICT

www.davis.k12.ut.us

CAREER AND TECHNICAL EDUCATION

STRANDS

Word Processing Skills

Graphic Customization

Industry Certification

Spreadsheet Worksheets

Electronic Presentations

Database Skills

Coding Functions

Function Differentiation

Worksheet Formulas

Text Formatting



Learning that works
for Utah

BUSINESS OFFICE SPECIALIST

ABOUT

The Business Office Specialist 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. The certification is recognized worldwide as the best method for employers to validate computer skill proficiency.



JOB OUTLOOK

Employment is projected to grow 10% from 2016 to 2026



REQUIREMENTS

Semester course for Sophomores, Juniors, or Seniors



LOCATIONS

All high schools in Davis School District have access to take Business Office Specialist



Talk to your high school
CTE Coordinator



CTE Business/ Marketing Specialist
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