

Course Name: Introduction to Information Technology

Course Number: 8207310

Overall Percentage for Written Test (Industry Certification): ____100%____

Industry Certification Exam	Microsoft Office Specialist- (3 of the 3 Industry Certifications required for completing the Business Supervision and Analysis Program.)
Weighting Percent for this Task	100%
Standard	All standards listed in Industry Certification Course requirements
Additional Information	Students will sit for 3 MOS Industry Certification Exams (Word, PowerPoint & Excel), which are required for completing the Business Supervision and Analysis Program. The highest grade on any of the industry certification exams will count as the students overall CDF grade. ALL STUDENTS IN THIS COURSE <u>MUST SIT FOR THIS EXAM.</u>
Suggested Assessment Team	Students will be issued the highest grade on any of the industry certification exams (Word, PowerPoint or Excel) attempt as long as that attempt was made during the school year or semester in which the course was taken.