



Bishop Fenwick High School
Computer Information Processing
Opt-Out Information
2011 - 2012



Overview

Bishop Fenwick High School understands that students come to high school with a variety of skills. For students that would like to create room in their schedule for electives, we are allowing students to demonstrate computer proficiency through an opt-out program.

This program is designed for students that already have the basic computing skills and do not require the classroom time to learn the basic objective of the Computer Information Processing Course.

Examinations

Bishop Fenwick uses Microsoft Office 2003 and students will be required to demonstrate proficiency in Microsoft Word, Microsoft Excel, and Microsoft PowerPoint. Students will also need to demonstrate efficiency in typing. There will be three examinations over the course of their Freshmen year. Dates of these exams will be posted on the website.

Students that do not complete the exam requirements will be required to enroll in the Computer Information Processing course during their Sophomore year.

Exam Preparation

In order to prepare, several Internet training sites have been compiled so that you may train on your own using any computer with Internet access. Using these sites will cover all of the tested components. The amount of training you must do depends upon you and your familiarity with the tested programs. For example, students who have taken typing/keyboarding courses in the past may need little or no training in order to meet the Keyboarding requirements.

It is important to remember that when preparing, students should prepare with Microsoft Office 2003 products, as versions differ greatly.

If you have any questions please contact one of the following:

Trevor Block
tblock@fenwickfalcons.org
513-423-0723x213

Jason Umberg
jumberg@fenwickfalcons.org
513-423-0723x235

Cheryl Brandenburg
cbrandenburg@fenwickfalcons.org
513-423-0723x222



**Bishop Fenwick High School
Computer Information Processing
Opt-Out Information
2011 - 2012**



Study Reference Materials:

www.baycongroup.com - Offers free tutorials for Microsoft Word, Excel and PowerPoint 2003.

<http://www.gcflearnfree.org/office2003> -- Offers basic to advanced lessons for Microsoft Word, Excel and PowerPoint. Also provides links to websites designed to improve typing skills.

Computer Information Processing Opt-Out Testing Dates: