

ADMINISTRATIVE SUPPORT TECHNOLOGY ADDITIONAL MATERIALS AND RESOURCES

[Textbook and Resources](#)

[International Association for Administrative Professionals](#)

[National Business Education Association](#)

CTSO's:

[Future Business Leaders of America \(FBLA\)](#)

[SC FBLA](#)

[DECA](#)

ASSESSMENTS/CERTIFICATIONS:

[CTECS \(End-of-Program\)](#) (Need login/password)

[EverFi Ignition Digital Literacy and Wellness](#)

[MOS Certification Testing](#)

[IC3](#)

[ICEV Express Employment Business Office Technology](#)

[MS Digital Literacy Certificate](#)

APPS:

[Edpuzzle](#)

[Flip \(flipgrid.com\)](#)

[Get Kahoot](#): Online interactive classroom activities

[Quizlet \(vocabulary word building\)](#)

[Padlet](#) (collaboration tool)

[Prezi \(presentations tool\)](#)

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[Socrative: Quiz Builder](#)

MICROSOFT OFFICE:

Certiport Practice Tests (w/ subscription)

[Gmetrix Test Preparation](#) Software (w/ subscription)

[Microsoft Practice Tests](#)

LinkIn ?

[Free Microsoft Office Tutorials at GCFGlobal](#)

PROFESSIONALISM/SOFT SKILLS:

[Microburst Learning \(Soft Skills Training\)](#)