

## General Course Information

<b>Course Name: Microsoft Technology II</b>	
Department: Business and Marketing	Grade Level(s): 10-12
Duration/Credits: 1 sem/.5 credit	Prerequisites: Successful completion of Microsoft Technology I
BOE Approval Date:	Course Code H5200
<b>Course Description:</b>	
<p>Students are exposed to a variety of educational technologies; however, college and career technology can differ greatly from the tools they use in school. Students will review and expand on their knowledge of Microsoft Excel and Access as it applies to the business world. Students will have the opportunity to earn Core Microsoft Office Specialization certification which is highly valued in industry. Students enrolled in Microsoft Technology II are eligible to join a student business organizations (FBLA).</p>	
<b>Course Rationale:</b>	
<p>Microsoft Office is still the standard for business. Students earning certification in Microsoft programs have higher earning potential and more career opportunities. This course prepares our students for college and career readiness.</p>	
<b>Course Objectives:</b>	
<p>The student will create spreadsheets and databases through the operation of Microsoft software. (A+ Speaking and Listening, A+ Writing)</p> <p>The student will use application software independently or in an integrated fashion to perform tasks efficiently.</p> <p>The student will research ethical issues regarding the use of technology. (A+ Research)</p> <p>The student will read about and discuss various types of security issues in information technology, including the privacy of the cloud, cyber-crime, identity theft, hackers, and computer viruses. (A+ Reading)</p>	
<b>Standards Alignment:</b>	
<a href="https://dese.mo.gov/sites/default/files/curr-mls-standards-computer-science-k-12-sb">https://dese.mo.gov/sites/default/files/curr-mls-standards-computer-science-k-12-sb</a>	