

General Course Information

Course Name: Microsoft Technology I	
Department: Business and Marketing	Grade Level(s): 10-12
Duration/Credits: 1 sem/.5 credit	Prerequisites: none
BOE Approval Date:	Course Code H5070
Course Description:	
<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 their knowledge of Microsoft Word and PowerPoint 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 I are eligible to join a student business organization (FBLA).</p>	
Course Rationale:	
<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>	
Course Objectives:	
<p>The student will create visual presentations and written documents 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>	
Standards Alignment:	
<p>https://dese.mo.gov/sites/default/files/curr-mls-standards-computer-science-k-12-sb-oe-2019.pdf</p>	

<https://certiport.pearsonvue.com/Certifications/Microsoft/MOS/Certify/MOS-2016.aspx>