Elizabethtown Area School District
Scope & Sequence - Quick Reference

Department: Business, Computer and Information Technology

Course: Management Information Systems (MIS)

Grade Level(s): 10-12

Course Description: This course covers the following topics in Microsoft Office: PowerPoint, Publisher, Excel, Access, OneNote, Outlook, and Word. Students will enhance their computer skills for further education or employment using Microsoft Office software. Students will create interactive presentations for various audiences and will be able to incorporate audio/video files, convert office documents to web documents, create interactive databases and spreadsheets, use computer graphics, animation, Windows Moviemaker, and digital photography.