



Microsoft Technology II

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General Course Information

Course Name: Microsoft Technology II	
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
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 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>	
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 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>	
Standards Alignment:	
https://dese.mo.gov/sites/default/files/curr-mls-standards-computer-science-k-12-sb	

[oe-2019.pdf](#)

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

Power Standards

List Standards -

Unit I: Create and Manage Worksheets and Workbooks in Microsoft Excel	Duration:
Unit Description:	
Unit Standards	Key Learning Targets
Insert unit standards	I can . . . - Create Worksheets and Workbooks -Navigate in Worksheets and Workbooks -Format Worksheets and Workbooks -Customize Options and View for Worksheets and Workbook -Configure Worksheets and Workbook for Distribution
Essential Questions	Enduring Understandings
Students will consider: Insert essential questions	Students will understand that: Insert enduring understandings
Resources:	
Previous knowledge and skills needed:	
Key Unit Vocabulary: workbook,text file, worksheet, hyperlink, Quick Access toolbar, headers, footers,	
Additional Information:	

Unit II: Mange Data Cells and Ranges in Microsoft in Excel	Duration:
Unit Description:	
Unit Standards	Key Learning Targets
Insert unit standards	I can... -Insert Data in Cells and Range -Format Cells and Ranges -Summarize and Organize Data -Summarize and Organize Data
Essential Questions	Enduring Understandings
Insert essential questions	Insert enduring understandings
Resources:	
Previous knowledge and skills needed:	
Key Unit Vocabulary: Auto Fill, Merge Cells, Format Painter, Table Style Options,	
Additional Information:	

Unit III: Create Tables in Microsoft Excel	Duration:
Unit Description:	
Unit Standards	Key Learning Targets
Insert unit standards	I can... -Create and Manage Tables -Mange Tables Styles and Options -Filter and Sort a Table -Filter and Sort a Table
Essential Questions	Enduring Understandings
Insert essential questions	Insert enduring understandings
Resources:	
Previous knowledge and skills needed:	
Key Unit Vocabulary: Duplicate Records, Total Rows, Table Style Options,	
Additional Information:	

Unit IV: Perform Operations with Formulas and Functions in Microsoft Excel	Duration:
Unit Description:	
Unit Standards	Key Learning Targets
Insert unit standards	I can... -Summarize Duties by using Functions -Perform Conditional Operations by using Functions -Format and Modify Text by using Functions
Essential Questions	Enduring Understandings
Insert essential questions	Insert enduring understandings
Resources:	
Previous knowledge and skills needed:	
Key Unit Vocabulary:	
Additional Information:	

Unit V: Create Charts and Objects in Microsoft Excel	Duration:
Unit Description:	
Unit Standards	Key Learning Targets
Insert unit standards	I can... -Create Charts -Format Charts Insert and Format Objects
Essential Questions	Enduring Understandings
Insert essential questions	Insert enduring understandings
Resources:	
Previous knowledge and skills needed:	
Key Unit Vocabulary:	
Additional Information:	

Unit VI: Create and Modify Database in Microsoft Access	Duration:
Unit Description:	
Unit Standards	Key Learning Targets
Insert unit standards	I can... -Create and Modify Database -Manage Relationship and Keys -Navigate through a Database -Protect and Maintain Database -Print and Export Data
Essential Questions	Enduring Understandings
Insert essential questions	Insert enduring understandings
Resources:	
Previous knowledge and skills needed:	
Key Unit Vocabulary:	
Additional Information:	

Unit VII: Build Tables in Microsoft Access			Duration:
Unit Description:			
Unit Standards			Key Learning Targets
Insert unit standards			I can... -Create Table -Manage Tables -Manage Records in Tables -Create and Modify Fields -Create a Query
Essential Questions			Enduring Understandings
Insert essential questions			Insert enduring understandings
Resources:			
Previous knowledge and skills needed:			
Key Unit Vocabulary: desktop database, relationships, Navigation Pane, Encrypt, template			
Additional Information:			

Unit VIII: Create Queries in Microsoft Access			Duration:
Unit Description:			
Unit Standards			Key Learning Targets
Insert unit standards			I can... -Create a Query -Modify Query -Create Calculated Fields and Grouping within Queries
Essential Questions			Enduring Understandings
Insert essential questions			Insert enduring understandings
Resources:			
Previous knowledge and skills needed:			
Key Unit Vocabulary: Queries(crosstab, parameter, action, multi-table) fields(captions, size, data types)external data,			
Additional Information:			

Unit IX: Create Forms using Microsoft Access			Duration:
Unit Description:			
Unit Standards			Key Learning Targets
Insert unit standards			I can... -Create a Form -Configure Form Controls -Format a Form
Essential Questions			Enduring Understandings
Insert essential questions			Insert enduring understandings
Resources:			
Previous knowledge and skills needed:			
Key Unit Vocabulary: form, control properties, sub-forms, theme, headers, footers			
Additional Information:			

Unit X: Create Reports in Microsoft Access			Duration:
Unit Description:			
Unit Standards			Key Learning Targets
Insert unit standards			I can... -Create a Report -Configure Report Controls -Format a Report
Essential Questions			Enduring Understandings
Insert essential questions			Insert enduring understandings
Resources:			
Previous knowledge and skills needed:			
Key Unit Vocabulary: query, table, columns, report(elements, orientation),			
Additional Information:			