Advanced Computer Applications
2013-2014

Course Description:
Semester Course - Grades 9, 10, 11, 12 - .50 Credit/Elective Course. Possible Dual Enrollment.

Understanding computers and how they work helps students become more efficient in their use. Students will integrate word processing, spreadsheets, database, and presentation applications in solving real-world problems from the school community, and for local businesses. Through projects, student will learn about computer networks and security, purchasing a computer, and computer systems.

Prerequisite: CAREERS AND TECHNOLOGY APPLICATIONS

Course Content:
- Word Processing Activities
  o Letters
  o Reports
  o Outlines
  o Tables
  o Flyers/Brochures
  o Labels
  o Business Cards
  o Employment and Career Documentation
- Spreadsheet Activities
  o Bank Reconciliation
  o Interest Chart
  o Payroll
  o Grade Point Average
  o Budget
  o Charts – Bar, Line, Pie
- Database
  o Create and Analyze a Dbase Table
  o Create and Analyze a Query
  o Create and Analyze Reports
  o Merge document with word processor and analyze in a spreadsheet
- Presentations
  o Career
  o How to Presentation
  o Electronic Portfolio
  o Student Choice
- Internet
  o Choosing an Internet Service Provider

o   Using Citation and Copyright Resources
o   Exploring Ethics and the Internet
o   Analyzing Statistical Data
o   Funding a College Education
o   Creating Web Pages

Required Textbooks and/or Other Reading/Research Materials
- Microsoft Office Illustrated Projects Course Technology 1997
- Activities for the Internet, Introduction, South-Western, 1998
- Activities for the Internet, A Mastery Course, South-Western 1998
- Computer Applications & Keyboarding, South-Western 2002

Course Requirements:
Students are expected to complete all projects, tests and assignments. Failure to do so will affect the student's overall grade.

Grade Components/Assessments:
Grades will be based on the school grading system illustrated in the program of studies. Each project will be graded based on production and format performance; the percentage for each will vary dependent on the project. Grades will be based on a total point system that will be converted into overall percentages. Rubrics will be used when appropriate. Because students are required to do all documentation preparation in class, there is very little homework. Students can always choose to write a rough draft of assignments at home.

Each marking period is worth 20% of a student's overall grade. The midterm and final exam are each worth 10% of a student's overall average:

Quarter 1	20%
Quarter 2	20%
Midterm	**10%**
Quarter 3	20%
Quarter 4	20%
Final	**10%**

Required Summer Reading/Assignments:
Not applicable.