

Computer Applications II

Course Syllabus

2008-2009

Instructor: Carrie Owen
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Classroom: Room 311 – Computer Lab
Class Time: Period 4: 11:35-12:20 M-F
Period 5: 12:50-1:35 M-F

Prerequisites: Computer Applications I

COURSE DESCRIPTION

The course is designed to advance the students familiarity with Microsoft Word, Excel, Access, and PowerPoint. The student will go in-depth in each of these subjects and will become competent in their use.

COURSE OBJECTIVES

- A. To go beyond the fundamentals and offer an in-depth presentation to Microsoft Word, Excel, PowerPoint, and Access 2007.
- B. To expose students to practical examples of the computer as a useful tool.
- C. To acquaint students with the proper procedures to create and enhance documents, worksheets, databases, and presentations suitable for coursework, professional purposes, and personal use.
- D. To develop an exercise-oriented approach that allows learning by doing.

COURSE TOPICS

A. Microsoft Word

- a. Creating a Document with a Title Page, Table, Chart, and Watermark
- b. Generating Form Letters, Mailing Labels, and Directories
- c. Creating a Professional Newsletter
- d. Linking and Excel Worksheet and Chart to a Word Document

B. Microsoft Excel

- a. Financial Functions, Data Tables, and Amortization Schedules
- b. Creating, Sorting, and Querying a Table
- c. Creating Templates and Working with Multiple Worksheets and Workbooks
- d. SmartArt and Images

C. Microsoft Access

- a. Creating reports and Forms

- b. Multi-table Forms
- c. Using macros, Switchboards, PivotTables, and PivotCharts
- d. Using SQL

D. Microsoft PowerPoint

- a. Creating a Presentation with Custom Backgrounds and SmartArt Diagrams
- b. Working with Information Graphics
- c. Collaborating on and Delivering Presentations

TEXTBOOKS REQUIRED

A. Microsoft Office 2007 *Advanced Concepts and Techniques*

Authors: Gary B Shelly, Thomas J Cashman, Misty E Vermaat

GRADING PLAN

GRADING SCALE

Daily Work	65%	89.5% - 100%	A
Projects:	15%	79.5% - 89%	B
Tests/Quizzes:	20%	69.5%-79%	C
		59.5%-69%	D

Daily work includes all assignments given in the textbook, worksheets, handouts, and any other assignments given by the instructor.

Tests are given at the end of each application. Semester tests will include all material covered in that semester. Quizzes will occasionally be given over material covered.

Honors assignments will be given out each nine weeks and must be completed before the nine weeks are up.

GENERAL COMPUTER LAB RULES:

- You will have an assigned computer to work at. If your computer fails, the teacher will tell you what computer to move to. You are to remain in your seat at your assigned computer unless you are retrieving your printed work.
- Food, gum or drinks are not allowed in the classroom at any time. You may bring water bottles but they must be kept on the floor.
- When you are printing, only use the print command once. If it does not work, then ask for help. Do not continue pressing the print command hoping that the printer will change its mind and suddenly start working.
- Bringing any magnetic device into the lab is reason for expulsion from this class.