

ADVANCED COMPUTER APPLICATIONS

Assignment Code 10005

2015-2016 COURSE SYLLABUS – One Semester

INSTRUCTOR: Kristina Sage <http://ks091.k12.sd.us/>
kristina.sage@k12.sd.us

TEXTBOOK: Microsoft Office 2013 – Level 1

Course Description

Advanced Computer Applications is a semester course designed to teach students the more advanced applications of Microsoft Office 2013: Word, Excel, Access, and PowerPoint. The students will also work with Microsoft Publisher to create newsletters and pamphlets. The students will also learn the basics of a variety of Web Tools used for 21st century skills.

Instructional Philosophy

Students will key efficiently in a touch-type method. During the course, students will format many documents in many applications. Students will understand the fundamentals of each application and be able to put the necessary tools to work for them. Students will work individually, with partners, and in small groups in order to improve leadership and cooperative skills. Students will identify the important present-day and future functions technology fulfills in our economy. Students will be expected to display good work habits, positive attitudes and respectful human relations.

Core Technical Standards

ACA.1.1 Use word processing skills to create, format, and print a document plus utilize advanced editing and formatting techniques.

ACA.1.2 Create mail merge documents.

ACA.1.3 Create tables with advanced tables features.

ACA. 1.4 Create macros.

ACA.2.1 Use spreadsheet skills to create, format, and print a document plus utilize advanced editing and formatting techniques.

ACA.2.2 Demonstrate formulas and functions to perform calculations.

ACA.2.3 Create advanced spreadsheets for decision making and productivity.

ACA.2.4 Create spreadsheet charts with advanced features.

ACA.3.1 Use presentation skills to create, format, and print a presentation document plus utilize advanced editing and formatting techniques. ACA.3.2 Enhance a presentation with advanced features.

ACA.4.1 Use database skills to create, format, and print a database plus utilize advanced database techniques.

ACA.4.2 Create a data entry form.

ACA.4.3 Create a report.

ACA.4.4 Use advanced database tools and techniques for decision making and productivity.

ACA.5.1 Utilize advanced Web design skills to plan and create Web pages.

ACA.5.2 Publish the website.

ACA.6.1 Evaluate Internet resources to retrieve information.

ACA.6.2 Evaluate Internet searches to determine credible information.

Major Course Projects and Assignments

Word processing Project

Projects ideas can be an autobiography, research paper, brochure, letter, memo, short report, or poster. This project should give students the opportunity to apply word processing techniques to business documents. The standards meeting the project objectives are listed below:

ACA.1.1 Use word processing skills to create, format, and print a document plus utilize advanced editing and formatting techniques.

ACA.1.2 Create mail merge documents.

Spreadsheet Project

Projects ideas can be a budget, sports statistics, gradebook, cost worksheets, and stock market comparisons. This project should give students the opportunity to apply spreadsheet techniques to business documents. The standards meeting the project objectives are listed below:

ACA.1.3 Create tables with advanced tables features.

ACA. 1.4 Create macros.

ACA.2.1 Use spreadsheet skills to create, format, and print a document plus utilize advanced editing and formatting techniques.

ACA.2.2 Demonstrate formulas and functions to perform calculations.

ACA.2.3 Create advanced spreadsheets for decision making and productivity. ACA.2.4 Create spreadsheet charts with advanced features.

Presentation Project

Projects ideas can be a PowerPoint on a topic of the student's choice, PowerPoint on the systems of the body (science), or PowerPoint on a country (geography and history). This project should give students the opportunity to apply PowerPoint techniques to presentations. The standard meeting the project objectives is listed below:

ACA.3.1 Use presentation skills to create, format, and print a presentation document plus utilize advanced editing and formatting techniques.

ACA.3.2 Enhance a presentation with advanced features.

Database Project

Projects ideas can be a (a) database on a topic of the student's choice, (b) database on the countries comparing population, temperature, location, etc., (c) database with the states showing state capital, bird, tree, flower, etc. (d) database showing store inventory, (e) database on customers with address, purchases, amount owed, etc. Students could also create the form and report to go along with the database. This project should give students the opportunity to apply database techniques to creating an actual personal or business database. The standards meeting the project objectives are listed below:

ACA.4.1 Use database skills to create, format, and print a database plus utilize advanced database techniques.

ACA.4.2 Create a data entry form.

ACA.4.3 Create a report.

ACA.4.4 Use advanced database tools and techniques for decision making and productivity.

Internet Project

Projects ideas can be researching a topic and locating Internet web pages for information. Students would determine if the information is credible and accurate. This project should give students the opportunity to apply Internet research techniques to creating a document based on information from the Internet. The standards meeting the project objectives are listed below:

ACA.6.1 Evaluate Internet resources to retrieve information.

ACA.6.2 Evaluate Internet searches to determine credible information.

Components of the Grade

1. Daily assignments 25%
2. Projects and simulations 25%
3. Objective quizzes 10%
4. Chapter problem tests 20%
5. Semester test 20%

Make-Up Work

Students will be allowed five school days to turn in make-up work. Students are expected to be responsible about asking for the assignment. Students will also have the opportunity to re-do assignments that receive a failing grade. Special circumstances are at the discretion of Mrs. Sage.

Specified Standards for Passing

Grade	Scale	Description of Work
A	94-100%	Consistently demonstrates an exceptional level of quality and effort. Having all work in on time and completed to exceed expectations. Mastery in evaluating, synthesizing, and applying the knowledge.
B	86-93%	Consistently demonstrates proficient knowledge with a good effort and quality of work. All assignments are complete and on time. Demonstrates the ability to evaluate, analyze, synthesize and apply the principles.
C	77-85%	Demonstrates proficient knowledge and the ability to apply knowledge. Work shows average effort. A few assignments may be missed or late.
D	70-76%	Work shows minimal effort and some assignments are late. Demonstrates a basic understanding of recalling or comprehending knowledge
F	Below 70%	Understanding is below basic. Work is of poor quality and does not meet standards or expectations.