

Name of School:

Name of Course: **Computer Applications II**

Instructor Information

Name:

E-mail address:

School phone number:

Web page address:

Best times to be reached:

Course Description

Students will use Microsoft Word, Excel, and Access to design advanced spreadsheets, database, and word processing documents. They will prepare advanced-level Power Point presentations. Desktop Publishing and graphics will also be included. Students will use the Internet to access information.

District Standards and Power Benchmarks

Power Standards

1. Assess and assemble documents commonly used in workplace software applications.
2. Evaluate information and synthesize it into proper forms of business communications.
3. Incorporate graphic enhancement to business communication.

Power Benchmarks

1. Develop a spreadsheet including an IF function.
2. Utilize the VLOOKUP function to solve a spreadsheet problem.
3. Consolidate data from two or more worksheets.
4. Construct an Access data base table.
5. Design a query.
6. Build a report from tables and queries.
7. Manipulate pictures, textboxes, drawing objects, and WordArt.
- 8/ Produce a document comprised of columns and section breaks.
9. Design a mail merge.
10. Present a PowerPoint presentation with action buttons and hyperlinks.

Course Information

Course length: 1 term

Required/Elective course: Elective

Credit Awarded: 0.5

Prerequisites: Computer Applications I

Course Outline/Calendar

Units: Spreadsheets (Excel), Word Processing (Word), Databases (Access), Presentations (PowerPoint)

Major assignments, projects, events: Culminating project at the end of the term utilizing skills developed from all units.

Text/Other Required Materials/Resources

Materials provided: Performing with Microsoft Office, Thomson Publishing.

Instructional Procedures & Support

Classroom Management Procedures

Assessment Plan

Progress reports: Mid-term and Final grade report card; individual student notification of completed/missing daily assignments throughout the term.

Grading procedures: Points are given for each assignment, project, and test. Total points determine final grade.

Grading System

A	93 and above	Firm command of knowledge domain High level of skill development Exceptional preparation for later learning
A⁻	90 - 92	
B⁺	87 - 89	Command of knowledge beyond the basic concepts of knowledge Advanced development of most skills Has prerequisites for later learning
B	83 - 86	
B⁻	80 - 82	
C⁺	77 - 79	Command of the basic concepts of knowledge Demonstrates ability to use basic skills Lacks a few prerequisites for later learning
C	73 - 76	
C⁻	70 - 72	
I		The letter "I" indicates the student has not satisfactorily achieved the grade/course-level benchmarks and/or has missing work. "I" status is temporary and not a final grade. The letter "I" may affect athletic eligibility.
D⁺	67 - 69	Lacks knowledge of some fundamental ideas Some important skills not attained Deficient in many of the prerequisites for later learning
D	63 - 66	
D⁻	60 - 62	
F	59 and below	Most of the basic concepts and principles not learned Most essential skills have not been demonstrated Lacks most prerequisites needed for later learning