

Course Description

Grades 9-12 Computer Applications II

Philosophy Statement: God has given man the intellect and ability to design and use complex technology for His purpose and glory. Technology is essential for effective education in an information-based society. A strong foundation in technology based on spiritual, ethical, moral, and intellectual integrity provides for effective integration in all areas. This foundation also enables students to achieve success in learning, communication, and life skills. A student's witness for Christ should be reflected through the use and application of technology.

Course Objective: This course provides students a hands-on experience with computer software applications. Wide ranges of applications through Microsoft Office are explored including word processing (Word), database programs (Access), and presentations (PowerPoint).

Textbooks: Microsoft Office 2007 Introductory Concepts and Techniques
Course Technology
Copyright 2010

Microsoft Office 2007 Advanced Concepts and Techniques
Course Technology
Copyright 2010

Materials:

- Computers
- Printer

Time Allotment: 45 minutes per day, 5 days per week

Course Content:

- Generates Form Letters, Mailing Labels, and Directories using Word
- Creates a Professional Newsletter using Word
- Creates a Database Using Design and Database Views in Access
- Queries a Database Using the Select Query Window in Access
- Maintains a Database Using the Design and Update Features of Access
- Creates Reports, Forms, and Combo Boxes in Access
- Enhances Forms with OLE Fields, Hyperlinks, and Subforms in Access
- Creates an Application System Using Macros, Wizards, and the Switchboard Manager in Access
- Uses a Design Template and Text Layout to Create a Presentation using PowerPoint
- Uses Illustrations and Shapes to Create a Presentation Using PowerPoint
- Uses Custom Backgrounds and SmartArt Diagrams to Create a Presentation using PowerPoint
- Modifies Visual Elements and Presentation Formats using PowerPoint

Areas to be evaluated:

- Class assignments
- Final PowerPoint presentation

Additional activities: None