



Advanced Computer Applications Grand Haven High School



Course Number: G34
Grade Level: 9th, 10th, 11th, 12th
Credits : 1/2
Prerequisite Courses : None

Course Description

This course will help you learn a variety of basic skills needed to be successful in the work world, particularly in a business environment. We will be completing review computer units in Word Processing and Spreadsheets. The majority of the class will focus on Presentations and Databases. Because of the advanced nature of the course, it is expected that students have good keyboarding skills, can work well independently, and process directions quickly and accurately.

Course Objectives

Students will learn how to format up-to-date business documents including: multiple-page reports, budgets, charts, database tables, reports, queries as well as visual presentations using Microsoft Office 2013.

Student Expectations

Students will be responsible and give their best effort to produce quality documents. They will work together with the teacher and all of their classmates to make the environment a pleasant and comfortable place to learn.

Communication

I can be reached by email at keur@ghaps.org
I can be reached by my school phone at 850-6167

Building Behavioral Expectations

TEAM GH ... One Team, One Family, One Grand Haven. Be Kind. Always.

It is our expectation that ALL GHHS students, staff and parents will ... always give their best **EFFORT** in everything that they do, work hard to be **INCLUSIVE** of each other, show **RESPONSIBILITY** in class, the hallways, cafeteria and at events, and **WORK TOGETHER** at all times!

GO BUCS

Grading Policy

93-100 = A	80-82 = B-	68-69 = D+
90-92 = A-	78-79 = C+	63-67 = D
88-89 = B+	73-77 = C	60-62 = D-
83-87 = B	70-72 = C-	Below 60 or Missing Assignment = F

Assignments/Classwork	50%
Participation/Professionalism	10%
Application Tests	40%

Scope and Sequence

Getting Started with Microsoft Access 2013

Planning a Database

Creating a Database

Modifying and Adding Data to a Table

Creating Other objects

Managing Relationships

Creating/Using a Query

Creating and Using a Form

Creating and Using a Report

Getting Started with Microsoft PowerPoint 2013

Working with Slides

Inserting/Formatting Pictures

Working with Transitions/Animations

Working with Shapes

Using Graphics

Using SmartArt

Working with Tables/Charts

Creating a Music Show

Creating a Photo Album

Music PowerPoint

Exam Project

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