



Name of School:

Name of Course: **Sophomore Academy CAII**

Instructor Information

Name:
E-mail address:
School phone number:
Web page address:
Best times to be reached:

Course Description

Students will use the computer as a problem-solving device: designing advanced spreadsheet, database, and word processing documents to provide information needed for decision making. Software featured in this course: Microsoft Word, Microsoft Excel, and Microsoft Access. In addition, Desktop Publishing features will be explored. Students will also work on an integrated project with English and Social Studies. Students will accumulate Service Learning hours and reflections for their portfolio. \$5.00 lab fee.

District Standards and Power Benchmarks

Power Standards Sophomore Academy

1. Develop career and technical skills for post-secondary education or the workplace.
2. Demonstrate life skills needed to be a productive citizen.
3. Evaluate different career aspirations.

Power Benchmarks Sophomore Academy

1. Construct a PowerPoint with sound and hyperlinks.
2. Develop word documents used in the workplace.
3. Apply excel spreadsheet functions.
4. Devise a chart with enhanced features from spreadsheet data.
5. Construct an Access database table, form, query, and report.
6. Practice organizational skills.
7. Organize community service activities.
8. Prepare a portfolio.
9. Demonstrate personal financial skills.
10. Critique career opportunities.

Course Information

One Term and 0.5 Business elective credit. Prerequisite: Wordprocessing/CAI

Course Outline/Calendar

- Introduction course expectations, course syllabus, Microsoft Office (1 day)
- Wordprocessing review (2 weeks)
- Spreadsheets (2 weeks)
- Databases with Access (2 weeks)
- EChoices/Career exploration (2 days)
- Integrated Project and Powerpoint (2 weeks)
- Final Exam (1 day)

Text/Other Required Materials/Resources

Textbooks: Word 2000, Excel 2000, Access 2000

Instructional Procedures & Support

(Daily work, quizzes, and tests)

Daily assignments will be given (worth 10 points).

Make-up/missed work—you have 2 days to make up work for every one day absent.

Late work is accepted but you will not receive full credit (75% of original points).

Incomplete grade will be given for Projects and Benchmarks that are not completed.

Tests and Quizzes will be given for each Benchmark.

“Raise Your Grade Day” – you will be given a chance to raise a low or missing assignment (take advantage of this opportunity).

Classroom Management Procedures

No food or drink in labs; leave computer settings or desktop display as set by DCSD; no downloading, unauthorized Internet use or game playing; Documents will be save only to your e-locker; no personal software, Cs, or floppy disks; do not deface or vandalize the computer hardware; no assignments done at home will be accepted.

BE ON TIME BE PREPARED BE RESPECTFUL BE CONSIDERATE BE FAIR

Assessment Plan

Daily Assignments. Quizzes and Tests. Projects or Benchmark Assessments. Final

Grading System

A	100-92%
B	92-83%
C	82-68%
D	67-60%
E	59-0%