



STUDENT GUIDE

COURSE: COMPUTING FOR COLLEGE AND CAREERS
 TEACHER: Mrs. Jen Campanella, jcampane@volusia.k12.fl.us
 DATES: 2010-2011

TEXT: Microsoft Office 2007 - WORD – EXCEL – ACCESS – POWERPOINT – OUTLOOK – PUBLISHER

1. Major Concepts/Content

The purpose of this course is to enable students to learn about the care and uses of computer systems, and to participate in hands-on experiences with a variety of software packages. Students will learn word processing, spreadsheet, and database operations as well as integrated software. This is not a programming course.

The purpose of the second half is to provide students with intensive hands-on experiences with Microsoft Office. Content includes word processing (WORD), spreadsheet (EXCEL), database (ACCESS), and presentation software (POWERPOINT). Problem solving scenarios with the aid of these computer applications will be stressed.

STUDENT EVALUATION

| | | |
|-----------------------------------|------------------------------------|--|
| Daily work/Projects | 70% | DISTRICT GRADING SCALE: 90-100 A 80-89 B 70-79 C 60-69 D Below 60 F |
| Tests and Quizzes | 20% | |
| Microtype | 10% | |
| End of Course Exam | 10% (4 th quarter only) | |
| Work is graded on a point system. | | |

BEHAVIOR MANAGEMENT SYSTEM:

Classroom Rules

1. **RESPONSIBILITY** - self-discipline, make-up work due 5 days after absence, room condition, coming prepared for class with notebook, pencil or pen, are all part of your responsibility. Remember you are working in a lab setting where interaction with others is very important.
2. **HONESTY** - only your own work will be accepted - no copies of your classmates printouts will be accepted.

INTERNET ACCESS will be used with a variety of applications – Parent Permission to use the Internet will be required from each student.

Please make our website a bookmark for you and your family. You will find anything you need from A-Z at www.seabreezehigh.org including a copy of the syllabus for this and other classes under Academics.

Please sign, supply a parent email and return with student within 5 days for 10 pts.

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Intended Student Outcomes

| Computing for College and Careers | | | | | | |
|-----------------------------------|--|--------------------------|------------------|--------|--------|--------|
| | The student will | Sunshine State Standards | Goal 3 Standards | FCAT-R | FCAT-M | FCAT-W |
| 1 | be able to successfully use touch typing skills to type. Be able to demonstrate care and safety using the computer. | | | | | |
| 2 | create, save, and load word processed documents, use word wrap, and print documents using WORKS/WORD | LA.B.1.4.3 | 1,2,4,7,8 | 9 | 10 | 1 |
| 3 | use margins, line spacing, paragraph and character formatting, and head and footers to format documents | | | | | |
| 4 | create hanging, bulleted and numbered indents, footnote a document. Insert and modify picture in documents. | | | | | |
| 5 | create a portfolio of word processed documents | | | 9 | 10 | 2 |
| 6 | create and save simple spreadsheets, plan a spreadsheet and use formulas and functions for calculations | MA.D.1.4.1 | 3,4 | 9 | 9 | 3 |
| 7 | plan and create large formatted spreadsheets | | | | | |
| 8 | modify large, complex spreadsheets, use the IF and other complex functions | MA.D.1.4.2 | 3,4 | | 9 | 3 |
| 9 | create and print charts (graphs) from spreadsheet data | VA.A.1.4.4 | 4,7 | 4 | | 4 |
| 10 | be able to ask and answer WHAT IF? Questions using a spreadsheet. The student will be able to use text in functions | MA.E.1.4.3 | 2,3,4 | 9 | 9,11 | ü |
| 11 | be able to create an amortization table and be able to interpret the data presented in the table. | | | 4 | 6 | |
| 12 | DATA BASES - be able to describe what a data base is, how it is used, and design and create a form for a data base record. | LA.B.2.4.2 | 1,3,4,7 | 9 | | |
| 13 | Be able to create and enter data into a WORKS /ACCESS data base. | MA.A.1.4.1 | 1,2,3,4,7 | 10 | 11 | 2 |
| 14 | Be able to format and search a data base for specific information, display the data base in either FORM or LIST views. | | | | | |
| 15 | Be able to apply queries to find specific information in a data base, update and sort the data base | | | | | |
| 16 | Be able to create and print data base reports. | | | | | |
| 17 | Be able to use calculated fields and incorporate them into reports. | | | | | |
| 18 | INTEGRATING FILES - be able to share data between the word processor, data base, and spreadsheet. | | | | | |
| 19 | Be able to use mail merge to produce personalized form letter and mailing labels. | | | | | |