

COMPUTER TECHNOLOGY II

Mrs. Grisier

COURSE DESCRIPTION:

This course will allow students to develop an understanding of an integrated software package that includes spreadsheets, databases, advanced presentation skills, and desktop publishing applications. This class will prepare students to use computers for personal use as well as prepare them with necessary job skills.

COURSE OUTLINE:

PERFORMING WITH EXCEL

- Excel Basics
- Business Forms
- Accounting Records
- Data Analysis
- Financial Reports
- Charts, Graphics, and Integration

PERFORMING WITH POWERPOINT

- Creating Sales and Marketing Presentations
- Creating Persuasive Presentations
- Collaborating On and Delivering Presentation
- Integration: PowerPoint and the Web

ACCESS 2007

- Access Basics
- Access Tables and Datasheets
- Access Forms
- Getting Information
- Access Reports

PUBLISHER 2007

- Microsoft Office Publisher 2007 Basics
- Creating a Publication
- Working with Text
- Working with Graphic Objects
- Enhancing a Publication

CLASSROOM POLICIES:

1. This is a lab class and good attendance will be necessary to receive a good grade. If you miss class, it will be necessary to make up the missed assignments outside of class. It is your responsibility to find out what was missed on the days that you were absent. **If you miss a class period, you will be allowed two days to complete and turn in those missed assignments.**
2. **No** pop, food, candy, etc. is allowed near the computers. I will allow bottled water in my room. Be sure you take your bottle with you when leaving.
3. Bring required materials to class. **Always** have a pencil/pen and paper to take notes.
4. Missed work is not to take precedence over current assignments. The computer lab is open daily by 7:30 each morning and we are usually here until 4:00 each day. Students are allowed to use the computer lab during seminar when necessary. **HOWEVER**, you are required to obtain a seminar pass from me **PRIOR** to the time that you need to work.
5. Cell phones are not allowed in class. If a phone is taken from you in class it will be returned to you at the end of class on the first offense, others will be sent to the office and a Saturday School will be assigned for that violation.
6. The tardy policy is as follows: one free tardy per semester; 2nd tardy—a 20-minute detention to be served in the business department; 3rd tardy—a 40-minute detention to be served in the business department; 4th and subsequent tardies—further discipline action to be determined by Mr. Fager.
7. You may ask permission to get a drink and use the restroom as necessary. Be sure to have the pass with you!!
8. All equipment used for this class is to be used for school purposes only. **DO NOT** change the wallpaper or screensaver on your machine.
9. **DO NOT** use the Internet unless instructed to do so or you have asked permission to do so. This includes games, powerschool or email on the Internet.
10. Treat others in the class with courtesy and respect. Any discipline problem which is not remedied after one warning will result in a 40-minute detention.
11. Keep your work area neat and orderly. Be sure to put all books away, **throw all trash away**, and log off of your computer at the end of each hour.
12. Cheating on work will mean an "F" grade for both parties involved. **DO YOUR OWN WORK** and do not allow anyone to copy your work.
13. Come to class prepared to begin your work as soon as the tardy bell rings. Remember that the instructor is the one to end the class!

GRADING SCALE:

100—90	A
89—80	B
79—70	C
69—60	D
59 Below	F

CONTACT INFORMATION:

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