

Raymond Central Jr./Sr. High School Business Department Curriculum Guide Sheet

Course: Advanced Computer Applications

Length: One semester

<p><i>Desired previous skills learned:</i></p> <ul style="list-style-type: none"> • <i>Excel</i> <ul style="list-style-type: none"> ○ <i>Page Setup Activities (Header, Footer, Fit to 1 Page, Margins, Row & Column Headings and Gridlines)</i> ○ <i>Print Area (Set & Clear)</i> ○ <i>Functions (Sum, Average, Max, Min)</i> ○ <i>Cell Formatting</i> ○ <i>Inserting Charts & Graphs</i> <ul style="list-style-type: none"> ▪ <i>Formatting</i> ○ <i>Sorting</i> ○ <i>Absolute vs. Relative Cell References</i> ○ <i>Copying, Filling Functions</i> • <i>Access</i> <ul style="list-style-type: none"> ○ <i>Parts of a Database</i> ○ <i>Setting up a Database</i> ○ <i>Parts of a Table</i> ○ <i>Creating a Query</i> 	<p><i>Skills obtained during course:</i></p> <ul style="list-style-type: none"> • <i>Excel</i> <ul style="list-style-type: none"> ○ <i>IF statements</i> ○ <i>Data validation</i> ○ <i>VLOOKUP function</i> ○ <i>Date & financial functions</i> ○ <i>Importing and Exporting</i> ○ <i>Filtering</i> • <i>Access</i> <ul style="list-style-type: none"> ○ <i>Using wizards & design view</i> ○ <i>Creating Input mask & Lookup fields</i> ○ <i>Advanced queries</i> • <i>PowerPoint (Master Slides, Charts and Graphs)</i>
<i>Unit of Study</i>	<i>Estimated Length of Time</i>
<i>Students spend the first 4-5 minutes of class typing a warm-up out of the book.</i>	
<i>Syllabus, Folder Setup, & Pre-test</i>	<i>1½ days</i>
<i>Word Review (Shadow & 3-D Effects on drawing toolbar) Word Review Activity</i>	<i>2½ days</i>
<i>Microsoft Excel (Unit 1)</i>	
<i>Microsoft Excel Basic Review (Checkbook Activity, Invoice Activity, Grades Activity)</i>	<i>4 days</i>
<i>Advanced Functions (COUNT, COUNTA, INT, ROUND)</i>	<i>1 day</i>
<i>Relative, Absolute, and Mixed Cell References & Activity</i>	<i>2 days</i>
<i>If Statements & Nested If Statements (PowerPoint, Sales Activity, Stock Market Activity)</i>	<i>3 days</i>

<i>Excel Quiz & Quiz Review</i>	<i>2 days</i>
<i>Sorting Information in Excel & Activity</i>	<i>2 days</i>
<i>Using Charts & Graphs in Excel (Class Survey and Sporting Event Stats Activity)</i>	<i>3 days</i>
<i>Review for & take UNL Test & Quiz #2</i>	<i>2 days</i>
<i>Microsoft Excel (Unit 2)</i>	
<i>Conditional Formatting</i>	<i>2 days</i>
<i>Defining Names & Activity</i>	<i>1½ days</i>
<i>Data Validation & Activity</i>	<i>1½ days</i>
<i>VLOOKUP & HLOOKUP Function & Activity</i>	<i>2 days</i>
<i>Date Functions & Activity</i>	<i>2 days</i>
<i>Financial Functions & Activity</i>	<i>2 days</i>
<i>Data Consolidation</i>	<i>1 day</i>
<i>Workbook Protection</i>	<i>1 day</i>
<i>Filtering an Excel Worksheet & Activity</i>	<i>2 days</i>
<i>Excel Review Project</i>	<i>3 days</i>
<i>Microsoft Access</i>	
<i>What is a Database? (intro notes)</i>	<i>1½ days</i>
<i>Using & creating tables (Class table— example; Activity—Students create their own 20 record (5 field minimum) table</i>	<i>2 days</i>
<i>Access Hints (Copy shortcut (Ctrl ' , Find Replace, Saving, etc.)</i>	<i>½ day</i>
<i>Creating Queries</i>	<i>2 days</i>
<i>Advanced Queries</i>	<i>1 day</i>
<i>Forms & Reports</i>	<i>2 days</i>
<i>Using Design View to format forms & reports</i>	<i>1 day</i>
<i>Database Relationships & Performing Calculations within Queries</i>	<i>½ day</i>
<i>Importing & Exporting</i>	<i>1 day</i>
<i>Mustang Palace Project (Students create a database containing 4-tables, 29 queries, two forms and reports)</i>	<i>5 days</i>
<i>Review for & take UNL Access Test & Access Quiz</i>	<i>2 days</i>

Microsoft PowerPoint	
<i>Instruction—Review Basics, Rules, Using Charts & Graphs, Master Slides</i>	<i>1 day</i>
<i>Project (Grad gift \$5,000, students must put together their own technology system using the money they received)</i>	<i>6 days (including presentations)</i>
<i>Review for & take UNL Test</i>	<i>2 days</i>
Microsoft Word	
<i>Review Document Formatting</i>	<i>2 days</i>
<i>Review Tabs, Tables, Columns</i>	<i>2 days</i>
<i>Review for & take UNL Test</i>	<i>2 days</i>
<i>Final Combination Project (Student will complete a business related project requiring them to use the four software programs they have used in class)</i>	<i>5 days</i>
Desktop Publishing (PageMaker, Publisher)	
<i>Introduction & Activity (Flyer Activity—Students will create a flyer convincing a potential employer to hire them to work for their company)</i>	<i>5 days</i>
<i>Review for Final Test</i>	<i>1 day</i>
<i>FINAL</i>	<i>2 days</i>
<i>Total Estimated Days (Semesters vary from 87-89)</i>	<i>87½ days</i>