

Advanced Computer Applications

Course Syllabus



Supervising Teacher

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Course Description:

Prerequisite: Computer Applications (passed w/C or better)

This is a one-semester course which will be offered both Fall and Spring Semesters. In this course, students will build on the skills learned in computer applications. They will apply technology concepts and software applications to solve simulations of real-life business problems and situations. This course includes integration of concepts into realistic simulations and incorporation of computers as they relate to the typical tasks in a modern business office. Students study emerging technologies and concepts that will allow them to function effectively in a high-tech environment.

Recommended Textbook:

- 1) Top Pick = 1) *Integrated Business Projects 2nd ed.*, Olinzock, et.al, South-Western/Cengage Learning

Recommended Textbook Information taken from the Preface of the book itself.

Integrated Business Projects, 2nd ed., is a business simulation designed to help you reinforce and build software skills, improve Internet skills, and develop teamwork and critical-thinking skills. You will work as an administrative assistant at Star River Adventures, a company that provides whitewater rafting excursions and other outdoor adventures. You will learn about the operation of a small business as you work in various departments and for the owner of the company.

Integrated Business Projects contains four parts, which are divided into projects. Part 1, Marketing and Sales, emphasizes word processing applications. Part 2, Finance and Accounting, emphasizes spreadsheet applications. Part 3, Operations, emphasizes database applications, media development, and Web page development. Presentation applications are included in all parts. Although each part has a primary software application focus, the projects are integrated and require use of various programs. Part 4, Capstone Project, requires use of all of the software applications mentioned and builds on knowledge and skills learned in earlier projects.

IMPORTANT NOTES:

~Specific information about this textbook available at <http://www.ibp.swlearning.com/>

~Recommended textbook Table of Contents shown at the end of this syllabus

~We are still checking on the teacher's edition for this textbook, so make sure to check with the Supervising Teacher on required instructor materials necessary for this textbook when ordering curriculum.

REQUIRED Software:

Students must have a complete software package which includes word processing, spreadsheet, database, and presentation applications such as Microsoft Office, Microsoft Works or Open Office

(free online download). Trial versions will not work because students will be using all of the applications on a regular basis throughout the semester. **If students have an I-DEA issued computer, they will be fine as they come with MS Office.**

End of Course Assessment Options:

Option 1: End of Course Final Exam Plus Standards-based Portfolio

The final exam for this course will:

- Be proctored at an agreed upon educational location by a contact teacher or other IDEA certified staff.
- Include a closed books/notes objective portion made up of true/false, multiple choice, and short-answer type of questions. This portion is approximately 25% of the final exam grade.
- Include an open book/note timed production portion in which the students display their ability to utilize the software applications learned in the class.
- A more specific study guide will be provided to all students in the class before the final exam is to take place.

For students who choose Option 1, you may look at the assignments listed under Option 2 and complete some or all of them in approximately the same time frame as enrichment activities and possible portfolio entries for this class.

Option 2: Graded Monthly Anchor Assignments

The student will complete four anchor assignments to be submitted and graded by the supervising teacher. More specific guidelines and grading rubrics will be provided for each anchor assignment after students are registered for the course.

These anchor assignments include:

- 1) A hands-on project utilizing multiple software applications which covers the concepts and skills learned in Part 1 of the textbook. Information about each “Part” of the textbook listed above under Recommended Textbook. Textbook Table of Contents available on last page of the syllabus.
- 2) A hands-on project utilizing multiple software applications which covers the concepts and skills learned in Part 2 of the textbook.
- 3) A hands-on project utilizing multiple software applications which covers the concepts and skills learned in Part 3 of the textbook.
- 4) A hands-on project utilizing multiple software applications which covers the concepts and skills learned in Part 4 of the textbook.

Course Evaluation:

60% of the grade for this course will be based on daily work/assignments and be determined by the parent educator and contact teacher.

The remaining 40% will be determined from the anchor assignments or final exam which will be graded by the supervising teacher.

The supervising teacher will provide the parent educator with tools helpful for determining the 60% home portion of the grade if desired

Pacing Guide

1 st month (4-5 weeks)	Review computer concepts and applications. Complete hands-on projects/assignments utilizing word processing, spreadsheet, database, and presentation applications in addition to the Internet that simulate real-life business situations at a beginning level.
2 nd month (4-5 weeks)	Complete hands-on projects/assignments utilizing word processing, spreadsheet, database, and presentation applications in addition to the Internet that simulate real-life business situations at a higher level. Utilize problem-solving and critical thinking skills to determine how to solve business problems/issues using computer applications/technology available.
3 rd month (4-5 weeks)	Complete hands-on projects/assignments utilizing word processing, spreadsheet, database, and presentation applications in addition to the Internet that simulate real-life business situations at an advanced level. Utilize problem-solving and critical thinking skills to determine which software to use and how to solve business problems/issues using computer applications/technology available.
4 th month (4-5 weeks)	Complete a capstone project independently (using resources available) utilizing skills in computer applications, problem-solving, critical thinking, business strategy, and creative thinking learned throughout the semester in the class.

In order to fulfill this pacing requirement, the recommended curriculum has been broken down into sections. Covering the sections in the order listed will insure that all topics on the final exam will be covered during the appropriate semester.

Integrated Business Projects

Month 1	Complete Part 1—Marketing and Sales (Projects 1-6)
Month 2	Complete Part 2—Finance and Accounting (Projects 7-13)
Month 3	Complete Part 3—Operations (Projects 14-19)
Month 4	Complete Part 4—Capstone Project—Preparing for a Trade Show (Project 20)

IMPORTANT NOTE: “Completing” a “Part” of the textbook, doesn’t necessarily mean completing every single page of the textbook. This textbook is created for 120 hours worth of work. This is approximately 7 hours per week during the semester. Individual tasks and/or jobs may be modified or deleted in order to complete the standards and objectives for the course within the semester. Deleting an entire Project from the coursework is not recommended.

I-DEA Student Honor Code:

With any form of valid proof of dishonesty with regard to student work or testing, the instructor may elect from a range of actions. Academic dishonesty could lead to a zero grade for the assignment or even failure for the entire course following consultation between the instructor, Secondary Supervisor, and Director.

All students must adhere to the **Honor Code:**

“On my honor, I will maintain the highest possible standards of honesty, integrity and personal responsibility. This means I will not lie, cheat or steal, and as a member of this academic community, I am committed to creating an environment of respect and mutual trust.”

Integrated Business Projects, South-Western/Cengage Learning

Table of Contents

Part 1: MARKETING AND SALES

1. Preparing Marketing and Administrative Documents.
2. Creating Personnel Documents.
3. Preparing Administrative Documents.
4. Creating Materials to Promote the Company.
5. Preparing Advertising Materials Using Desktop Publishing.
6. Creating Training Presentations.

Part 2: FINANCE AND ACCOUNTING

7. Managing Payroll Records.
8. Managing Budgets.
9. Managing Business Travel Documents.
10. Determining Prices for Trip Packages.
11. Performing Statistical Analyses.
12. Preparing Financial Documents.
13. Creating Presentations for July 4th Extravaganza.

Part 3: OPERATIONS

14. Managing Guides and Their Certifications.
15. Managing Equipment.
16. Managing an Off-Season Speaking Schedule.
17. Managing Information Requests.
18. Creating Graphics in Fireworks MX.
19. Creating an Intranet with FrontPage.

Part 4: CAPSTONE PROJECT

20. Preparing for a Trade Show.

Appendix A. Reference Guide.

Appendix B. Computer Concepts.

Appendix C. Keyboarding Skill Building.

Appendix D. Directory of Jobs and Files.

Appendix E. Microsoft Office Certification (Correlation).

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