**COURSE SYLLABUS**

CSB 2004
**COMPUTER APPLICATIONS II**

I. **COURSE DESCRIPTION**

This course will introduce the student to intermediate and advanced computer applications. Specific applications taught include, word processing, spreadsheets, databases and presentation software. Students will use these applications to design, develop, create, and edit documents, spreadsheets, databases and presentations. This course provides the IT foundations that are applicable for all curriculums.

II. **RATIONALE**

This course is designed to offer the student a hands-on approach to intermediate Microsoft Office 2013 concepts and applications. The course will assist in fulfilling institutional aims through integrating secondary level computer competencies.

III. **PREREQUISITES**

Computer Applications I

IV. **MATERIALS LIST**

Cengage MindTap – access to this simulation software will be provided through the Canvas course  

eBook – will be provided through Cengage MindTap  

USB flash drive (1 Gigabyte minimum)  

Microsoft Office 2013 (Professional) is required

*Note: This course is designed for PC use and strongly recommended; however, a Mac can be used to complete a majority of the course. Please note there will be several functions unavailable on a Mac that are needed to complete some of the required assignments. You will need to have access to a PC to successfully complete this course.*

V. **MEASURABLE LEARNING OUTCOMES**

The student will be able to:

1. Create and edit documents including tables, SmartArt and mail merge while utilizing techniques learned with Word.
2. Create formulas and manipulate spreadsheets with Excel.
3. Solve problems utilizing a basic understanding within an electronic spreadsheet and database.
5. Analyze intermediate and advanced spreadsheets and databases.
6. Create databases, forms, queries and reports in Access.
7. Demonstrate an effective presentation utilizing PowerPoint.
8. Utilize skills to integrate various Microsoft Applications

VI. COURSE REQUIREMENTS AND ASSIGNMENTS
A. Training Assignments (MindTap)
B. Assignments and Projects (based on material covered)
C. 3 Integrated Projects

VII. COURSE GRADING AND POLICIES
A. Grading Weights
   Training: 25%
   Quizzes and Assignments: 35%
   Tests: 40%
B. Scale
   A  90 – 100
   B  80 – 89
   C  70 – 79
   D  60 – 69
   F  59 and below

VIII. Other Policies
A. Academic Misconduct
    See pages 32-35 of your Student Handbook
B. Repeating Assignments
    Students may submit review assignments a maximum of 2 times. All other assignments
    are subject to teacher discretion. Assignment resubmission policy from the Student
    Handbook is as follows:
    All students are expected to submit their best work on the first submission for any
    assignment. At the discretion of individual teachers and with his or her express
    permission, assignments may be resubmitted for credit. Feedback on a specific
    assignment will indicate whether or not the assignment is eligible for
    resubmission. Teachers will not score any assignment resubmitted without prior
    approval. Assignments that have been approved for resubmission must be
    completed before the student progresses more than one module beyond the
    repeated assignment. For example, a student currently working in Module 4 may
    request a resubmission in Module 3. Projects in Module 1 and 2 would not be
    allowed at that point in time.