

Computer Applications II Independent Study Option 2011-2012

This course was designed for those students who want to independently complete Computer Applications II so as to free up a spot to take another course in their Junior year. The following tasks closely represent what is done in the course and all tasks are to be completed. Because you are choosing to complete this independently, it is expected that you will research, on your own, how to complete each task correctly. Your work will be graded and will decide whether credit will be awarded to you for the course. Contact the high school office with any questions.

Tasks

1. Newsletter – Word skills (20 points)
2. Create a poll on www.polleverywhere.com (or other similar site) and administer poll when presenting work. (20 points)

Excel Unit

3. Create Car Payment Calculator spreadsheet. (15 points)
4. Temperature formatting (15 points)
5. Subway spreadsheet (30 points)
6. Data Analysis spreadsheet with PowerPoint summary (25 points)

Career Unit

7. Create electronic portfolio in Career Cruising
8. Careers #1 (125 points)
9. Careers #2 (40 points)
10. College Search (w/ Google Earth component) (60 points)
11. Access Intro – Create college database (75 points)
12. Financial Aid assignment (brochure or Prezi) (40 points)
13. Movie project (200 points)

IMPORTANT NOTE

Be aware that we will not permit students to submit finished projects that too closely resemble another students' work. Doing so could result in lowered scores or not being given credit for the project in question. There will also be a summer session in which students will need to come to the school and exhibit knowledge of the skills with the teacher. The date, time, and specific tasks for this will be announced.