

## **BUSINESS/COMPUTER** **(4-19-10)**

### **ACT Preparation Course**

**Course Description:** This 1 semester course is a preparation for the ACT test which students must take prior to graduation at ACA. Students must have taken the ACT at least once prior to beginning their senior year. This course covers test taking strategies, content preparation in English, math, reading, and science, as well as extensive practice testing.

**Grade Level:** This course is for students in grades 10-12. Scheduling priority will be given to seniors and juniors.

All juniors scoring below 23 on the ACT (or its equivalent on the SAT) **MUST** retake the test by the February date of their senior year in order to graduate. Additionally, these students are strongly encouraged to take ACA's Prep course or an effective alternative. **Note: Members of the Class of 2011 are exempt from this policy but must make an ACT score of at least 20 or retake the test. All such testing is at the parent/guardian's expense.**

### **Personal Finance**

**Course Description:** Personal Finance is a one semester course designed to expose students to the positive aspects of saving, investing, and using money wisely. One part of the course is dedicated to Dave Ramsey's Financial Peace University course. With the aid of two video series and workbooks, students are introduced to saving, debt reduction, and investing among other topics.

**Grade Level:** This is an elective course taken in the 11th or 12th grade.

## **Beginning Computer**

### **Course Description**

This one semester course serves as an introduction to computers with an emphasis in Microsoft Word and Power Point. The basic formatting rules and styles as well as more advanced features of Word such as Mail Merge are covered. Students also become skilled in putting together PowerPoint presentations and learn to use PowerPoint as an effective presenter's tool.

### **Grade Level:**

This course is taken by all 8<sup>th</sup> graders.

## **Intermediate Computer**

### **Course Description:**

This semester course is an extension of Beginning Computer with an emphasis on spreadsheet and data base programs – Microsoft Excel and Access. Students use spreadsheets in Excel to keep track of information as well as to keep a monthly budget. In Access, students use databases to organize information in different ways.

### **Grade Level:**

This is a required course taken in the 9<sup>th</sup> or 10<sup>th</sup> grade.

## **Advanced Computer (May not be offered every year)**

### **Course Description:**

The Advanced Computer Applications curriculum will provide students with an introduction to graphics and design. Through the use of the Adobe CS3 Software, the course will emphasize Photoshop, InDesign, and Illustrator. The focus will be on creating graphics and designing publications as well as photography and photo editing.

### **Grade Level:**

10<sup>th</sup>, 11<sup>th</sup> or 12<sup>th</sup> grade elective.

### **Prerequisite:**

Intermediate Computer