First Semester

Coversheet | Computer Applications B

Log in to: https://ple.platoweb.com
Account Login: sduhsd
PLATO Name: your student ID number (e.g. 656777)
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To earn credit you will need to complete:

1. All of the module computer work like: Tutorials, Applications, and Mastery Tests successfully
2. All of the Offline activities (submit completed Offline/Explore activities to the teacher)
3. All of the Unit Posttests and Semester Test (these must be completed in class and will only be unlocked when all other work is complete for the unit)
4. Grade will be determined by: 70% Posttests/Project/End of Semester Test (every test and the project is worth 100 points each) and 30% completing items 1 and 2 above

Use the chart below to track your progress and plan your time.

Unit 4—Spreadsheets and Databases	Please Note	Done	Unit 5—Presentations		Done
Pretest—Unit 4	**NA**		Pretest—Unit 5	**NA**	
Introduction to Spreadsheets			Introduction to Presentation Software		
Formatting Spreadsheets			Editing Presentations		
Formulas and Functions	**Explore**		Slide Show Presentation Guidelines		
Formulas and Functions			Multimedia Effects	**Explore**	
Displaying Data in Charts	**Explore**		Multimedia Effects		
Displaying Data in Charts			Drawing Tools	**Explore**	
Integrating Spread sheet Data into Other Applications	**Explore**		Drawing Tools		
Integrating Spreadsheet Data into Other Applications			Creating Presentations	**Explore**	
Sorting and Filtering Data	**Explore**		Creating Presentations		
Sorting and Filtering Data			Delivering Presentations	**Explore**	
Posttest Unit 4	**Take in Class**		Delivering Presentations		
			Posttest Unit 5	**Take in Class**	
			Computer Applications and Technology Course Project	**Required**	
			End of Semester Test	**Take in Class**	
			Final Grade		

Tips for Success:

- Use sources like Google and dictionary.com to help you pass the Mastery Tests.
- NO additional sources may be used for the in-class Unit Posttests or Semester Test.
- Contact me with your questions at: **firstname.lastname@sduhsd.net**