



Ephrata High School
Course Syllabus
Information Technologies
5117



I. Course Description

This course is for the student who enjoys using the computer to complete math-oriented projects and problem-solving activities. Database and spreadsheet applications are used in many career fields including math, science, engineering, transportation, manufacturing, and business. Students learn how to use America's premier database software, Access, to organize and manage information. In addition, advanced Excel spreadsheet applications involving formulas, spreadsheet format, charting, graphics and integrations are studied in this course.

II. Materials & Equipment

1. TEXT:
 - Microsoft Office 2007 Real World Applications (Glencoe)
 - Access 2000: A Comprehensive Approach
2. SOFTWARE: Microsoft Office 2007 (Excel and Access)
3. HARDWARE: Personal Computer, printer

III. Course Goals & Objectives

Upon completion of this course, students will:

- Demonstrate proficiency in Microsoft Excel in regards to document creation, writing formulas, merging files, and using pivot tables and mapping features.
- Demonstrate proficiency in Microsoft Access in regards to database creation, editing, and management.

IV. Course Topics (Summary Outline)

- Microsoft Excel
 - Spreadsheet creation and editing
 - Formatting data and content
 - Simple formula writing
 - Absolute, relative, and mixed references
 - Diagrams and charts
 - Function formula writing
 - Workbook management
- Microsoft Access
 - Identifying parts of the access screen
 - Working with objects and tables
 - Editing records
 - Adding and deleting records
 - Finding and sorting records
 - Adding tables to a database
 - Adding forms to a database
 - Adding reports to a database
 - Designing queries
 - Using joins and relationships
 - Designing advanced queries

V. Assignments & Grading

- Class participation
- Daily computer assignments
- Computer projects
- Presentations
- Quizzes and tests

Grades will be determined by successful completion of classroom assignments, projects, quizzes, and tests. High school grading system and scale will be used to determine letter grades based on a scale of 100.