

# PETERS TOWNSHIP HIGH SCHOOL

## COURSE SYLLABUS: TECHNOLOGY APPLICATIONS

**Course Overview and Essential Skills:** Technology Applications is an elective course that can be taken by any student in grades 9-12. Students will learn beginning to intermediate skills in Microsoft Word, Excel, Access, and PowerPoint. In addition, students will learn how to code a couple basic programs in Java. We will use SAMs Office 2013 Online Software to reinforce their knowledge in Microsoft Office.

### **Course Textbook and Required Materials**

- No textbooks will be used in this class
- All students work whether notes, sample exercises, or assignments will be saved on their H: drive
- Passwords will be given to students and a link to access SAMs Office 2013 from school or home

### **Course Outline of Material Covered:**

Unit or Topic	Course Activities/Resources	Timeframe
<b>Computer and Network Concepts</b>	Classroom exercises practicing and demonstrating mastery of skills.  Practice and demonstrate the following skills: creating, renaming, and deleting folders, saving, copying, renaming, and deleting files, moving between computer and network drives.  This list may be expanded based upon student mastery demonstrated at start of course.	1 week
<b>Excel</b> (some of the concepts covered but not limited to are: excel toolbars, ribbons, and groups, labels and coordinates, equations, formulas, formatting cells and tables, conditional formatting, what if scenarios, charts, etc.)	Notes Classroom sample exercises Classroom assignments SAMs Assignments	4 weeks
<b>Access</b> (some of the concepts covered but not limited to are: access toolbars, ribbons, and groups, fields, records, files, tables, databases, queries, reports, sorts, linking of tables, formatting of reports, etc.)	Notes Classroom sample exercises Classroom assignments SAMs Assignments Project	4 weeks
<b>Word</b> (some of the concepts covered but limited to are: word toolbars, ribbons, and groups, copying/moving/deleting,	Notes Classroom sample exercises Classroom assignments SAMs Assignments	4 weeks

replacing/formatting of text, tabs, indents, margins, creating/deleting hyperlinks, spacing, borders, bullets, tables, headers and footers, wordart and smartart, changing the layout of a document, column and page breaks, creating columns, inserting pictures or charts in a document, formatting a picture, spelling and grammar, page colors and borders, using multiple templates for creating resumes, flyers, brochures, etc.		
<b>PowerPoint</b> (some of the concepts covered but not limited to are: PowerPoint toolbars, ribbons, and groups, slide, outline, and notes pane, creating/moving/deleting of slides, slide layouts, importing pictures and charts, creating backgrounds of slides, slide transitions, timings, design themes, animations, setting up a slide show, etc.	Notes Classroom sample exercises Classroom assignments SAMs Assignments Project	4 weeks
<b>Programming</b> (students will learn basic concepts of coding applications and applets, in addition how to save, compile, and run a program)	Classroom coding of programs with the teacher	1 week

*\*Depending on the needs of the class or changes in the school year, the course outline is subject to change.*