



BM20 Microsoft IT Academy

Microsoft Excel and Access 2013

Teacher: Jan Cain

EDHS Phone: 336-476-4814

Email: janetcain@davidson.k12.nc.us

Room: 238

DESCRIPTION

Students in Microsoft IT Academies benefit from world-class Microsoft curriculum and cutting-edge software tools to tackle real-world challenges in the classroom environment. The first part of the class is designed to help you use the newest version of Microsoft Excel interface, commands, and features to present, analyze, and manipulate various types of data. Students will learn to manage workbooks as well as how to manage, manipulate, and format data. In the second part of the class, students will learn how to create and work with a database and its objects by using the new and improved features in newest version of Microsoft Access. Students will learn how to create, modify, and locate information as well as how to create programmable elements and share and distribute database information.

ESSENTIAL STANDARDS (OBJECTIVES)

The Essential Standards are adapted from and based upon the Microsoft Official Academic Courseware (MOAC) 2013 course outlines.

Microsoft Excel	
Understand basic, intermediate and advanced spreadsheet software skills using Microsoft Excel.	
1.01	Overview
1.02	Working with Microsoft Excel 2013
1.03	Using Office Backstage
1.04	Using Basic Formulas
1.05	Using Functions
1.06	Formatting Cells and Ranges
1.07	Formatting Worksheets
1.08	Managing Worksheets
1.09	Working with Data and Macros
1.10	Using Advanced Formulas
1.11	Securing and Sharing Workbooks
1.12	Creating Charts
1.13	Adding Pictures and Shapes to a Worksheet

Microsoft Access	
Understand basic database software skills using Microsoft Access.	
2.01	Database Essentials
2.02	Create Database Tables
2.03	Work with Tables and Database Records
2.04	Modify Tables and Fields
2.05	Create Forms
2.06	Create Reports
2.07	Create and Modify Queries
2.08	Use Controls in Reports and Forms
2.09	Advanced Tables
2.10	Advanced Forms
2.11	Advanced Reports
2.12	Advanced Queries
2.13	Display and Share Data
2.14	Import and Export Data
2.15	Database Tools

STUDENT EXPECTATIONS

Honor Code: *"On my honor as a student of East Davidson High School, I will not lie, cheat, or steal, nor will I accept the actions of those who do."*

School Rules: Follow the school rules for SOAR (posted in the classroom).

Classroom Rules: In addition, you are expected to uphold the following expectations:

1. Attendance is critical to your success in this class. Please be prompt and ready for class, with all materials out and in your seat, when the bell rings.
2. Taking notes is a requirement! If you are absent, you should make arrangements to get notes from a classmate or the teacher.
3. Eating food and drinking beverages other than bottled water is not allowed.
4. Sleeping in class or laying your head down on the desk is not allowed.
5. Rolling out of your work area is not allowed. If you are tempted to roll around the room, please let me know so that I can assign you a chair without wheels.

6. Use the restroom between classes or during the lunch break. If you absolutely must go during our class period, please ask permission, sign out on the Sign Out/Sign In Log sheet, take the hall pass and go to the restroom at the end of our hallway.
7. Name and submit your work as directed. Hard copy work submitted for grading should be placed in the appropriate tray. Work submitted should be submitted with your *First Name, Last Name* and the *Name of Assignment*. Each assignment will be given a specific name in the instructions. The same assignment names will be used to identify that assignment in the grade book.
8. Downloading and/or streaming any music or video files are not allowed without teacher permission.
9. Playing online games is NOT allowed on school computers.
10. Do NOT remove or install any software to the computer network or any EDHS computer unless directed to do so by the teacher.

GRADING

Students will receive frequent feedback on assignments and grades can be checked through the Parent Portal feature of PowerSchool. Midterm progress reports will also be issued during each nine week period. Any missed assignments should be made up within five (5) days upon returning to school from an absence.

Each nine weeks grade will be calculated on the following:

- 60% Major Works (quizzes/tests, projects, etc.)
- 40% Minor Works (daily assignments, worksheets, notebook checks, bell ringers, etc.)

The final course grade will be calculated on the following:

- 80% Average of the Two Nine-Week Periods
- 20% Exam Grade

ACCEPTABLE USE OF ELECTRONIC RESOURCES (DCS CODE OF CONDUCT, STUDENT HANDBOOK)

This policy will be read during class. All students are expected to know, understand, and apply this policy. Violators will be disciplined accordingly. You do not have privacy on the DCS computer systems. The systems are monitored and anything that you send or receive may be viewed by employees of DCS.

GOOGLE CLASSROOM WEBSITE

This class will utilize a Google Classroom website for announcements and miscellaneous assignments. Students will receive additional information about accessing the website and their associated responsibilities during class.

REQUIRED SUPPLIES

- 2" notebook
- One set of five (5) index tab dividers
- Notebook paper
- Pencil, black ink pen, and highlighter
- USB flash drive (2GB minimum)

REQUESTED CLASSROOM SUPPLIES

- Kleenex
- Disinfectant wipes

Student / Parent Commitment

I have read and understand all of the information discussed in Mrs. Cain's course syllabus. I understand my responsibilities and agree to contribute fully and positively for my personal success and for the success of this class.

Student's Signature / Date

Parent/Guardian Signature / Date

Parent/Guardian Name:		
Parent/Guardian Cell Phone #	Parent Workl Phone #	Parent/Guardian Email Address