



Microsoft IT Academy

BM20 Excel 2013 and Access 2013 Syllabus

TEACHER: Mrs. Weidenhammer
ROOM: E-6
PLANNING: 1st Block 8:25 – 9:55
TUTORING: Tue & Thur. 3:30 – 4:15

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WEB PAGE: (link from the school website)

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.

COURSE OBJECTIVES

This is a course utilizing Microsoft Lessons and Online Resources to enable students to become proficient in Microsoft Excel 2013 and Access 2013. The ultimate goal is for all students to gain Microsoft Office Specialist certification credentials in both Excel and Access.

GRADING

Students will receive frequent feedback and progress reports. Missed work due to absences is the student’s responsibility and should be made up immediately.

Certification Exams (to be counted as a test grade)	Computer Lab Exercises and Projects	Tests/Quizzes
<ul style="list-style-type: none"> • Must score 700 to obtain certification. Students scoring 700 or above will receive an “A” on the test. • Students scoring below 700 will receive a pro-rated grade based upon their level of mastery. Students are encouraged to retest until they achieve certification. 	<ul style="list-style-type: none"> • Each Microsoft Lesson includes lab exercises to practice real-world situations that utilize the software. • Completion of labs is critical for success with software certification. • Class projects will measure skills learned during lab assignments. 	<ul style="list-style-type: none"> • Weekly Quizzes • Online Tests on each objective. • Tests at the end of each Unit/Standard <p><u>Final Exam</u> The final exam at the end of the semester is a N.C. CTE State Assessment and will be 25% of the student’s final average.</p>

The following resources are available on the class website to help study for tests.

1. Quizlet - Review vocabulary terms for each objective.
2. Quia – Take practice tests or play review games.
3. Study Guides - An overall outline of the concepts learned in each objective.

**Adapted CTE Course Blueprint of Essential Standards
BM20 Microsoft Excel and Access**

Essential Std #	Units, Essential Standards, and Indicators (The Learner will be able to:)	Course Weight
1	2	3
	Total Course Weight	100%
	MICROSOFT EXCEL	50%
1.00	Understand basic, intermediate and advanced spreadsheet software skills using Microsoft Excel.	50%
	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	50%
2.00	Understand basic database software skills using Microsoft Access.	50%
	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	

WHY SHOULD YOU WANT TO OBTAIN MICROSOFT OFFICE CERTIFICATION?

- ✚ Certification will document your knowledge of the software.
- ✚ Microsoft is a recognized industry leader.
- ✚ It will give you the cutting edge against job or college applicants who do not have certification.
- ✚ You may receive college credit (depends on the college).
- ✚ Take Microsoft certification exams now while it is free to you. After high school you would have to pay to get these certifications.

CLASSROOM EXPECTATIONS

- 1. Show respect for the teacher and classmates.**
 - 2. Follow classroom procedures as listed on the back of this sheet.**
 - 3. Stay on task at all times.**
 - 4. Follow all school rules regarding Internet Use Policy.**
 - 5. Have a positive attitude!**
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Procedures

Entering Classroom	<ol style="list-style-type: none"> 1. Sit at your assigned student desk. (Do not go to computers until instructed to do so.) 2. Begin the warm-up as soon as the bell rings.
Questions/Help	<ol style="list-style-type: none"> 1. Raise your hand for help. Do Not “call out”. 2. Always read instructions first before asking for help.
Equipment	<ol style="list-style-type: none"> 1. Only use equipment assigned to you. 2. Do not change computer settings! 3. Handle equipment with extreme care. 4. Check your computer at the beginning of class and let me know immediately if something is missing or not working. 5. Hands off switches, cords, plugs, etc. 6. Intentionally damaging or causing disruptions with equipment will result in disciplinary actions.
Moving Around the Classroom	<ol style="list-style-type: none"> 1. Do not get out of your seat when the teacher is teaching or giving instructions. Raise your hand if there is an immediate need. 2. You may quietly sharpen pencils, throw away trash, get needed materials, etc. during independent work.
Talking	<ol style="list-style-type: none"> 1. Absolutely no talking when the teacher is teaching and giving instructions. 2. During computer work, you may quietly ask questions of your neighbors as long as you are not bothering them.
Leaving the Classroom	<ol style="list-style-type: none"> 1. You must have a pass to leave the room. 2. All students are required to sign in/out on the sign out sheet. 3. No one is allowed out of class during the first 10 min. or last 10 min. of class. (school policy)
End of Class	<ol style="list-style-type: none"> 1. Logout of your computer and return to your desk 5 min. before the bell. (I will let you know when it’s time) 2. Review and ask questions.
Dismissal	<ol style="list-style-type: none"> 1. Remain in your seat until the bell rings. Do not stand at the door.
Fire Drills, “codes”, alerts	<ol style="list-style-type: none"> 1. Follow the teacher’s instructions and take all safety drills seriously. 2. Stay with the class at all times.

Thank you for your cooperation in following these rules and procedures. Please sign, and have your parents sign, this sheet and return it to me by tomorrow or as soon as possible.