

# East Rutherford High School



## MICROSOFT IT ACADEMY: EXCEL/ACCESS (BM20) COURSE SYLLABUS

Instructor.....Mrs. Atonia Boykins, MBA, BA, MSITA member  
 Email Address.....[tboykins@rcsnc.org](mailto:tboykins@rcsnc.org) Phone: (828) 245-6424  
 Classroom Location.....N 604  
 Planning Period.....3<sup>rd</sup>Period  
 Microsoft IT Academy (Excel/Access).....2<sup>nd</sup> Period

### *Supplies Needed:*

Pencil/Paper/Black or Blue Pens – (1) 2 inch 3-ring binder notebook, Dividers, Earbuds, Flash Drive.

### COURSE 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, 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 . Mathematics is reinforced. Work-based learning strategies appropriate for this course include cooperative education, internship, service learning, and job shadowing. Apprenticeship is not available for this course. Future Business Leaders of America(FBLA) competitive events, community service, and leadership activities provide the opportunity to apply essential standards and workplace readiness skills through authentic experiences. This course can help prepare students for Microsoft Office Specialist (MOS in Excel and/or Access, <http://www.microsoft.com/learning/en/us/certification/mos.aspx>).

<b>A</b>	<b>MICROSOFT EXCEL</b>	<b>50%</b>
<b>1.00</b>	<b>Understand basic, intermediate and advanced spreadsheet software skills using Microsoft Excel</b>	
	<ol style="list-style-type: none"> <li>1. 1.01 Understand how to manage the worksheet environment in Excel</li> <li>2. 1.02 Understand how to create cell data in Excel</li> <li>3. 1.03 Understand how to format cells and worksheets in Excel</li> <li>4. 1.04 Understand how to manage worksheets and workbooks in Excel.</li> <li>5. 1.05 Understand formulas and functions in Excel</li> <li>6. 1.06 Understand how to present data visually in Excel.</li> <li>7. 1.07 Understand how to share worksheet data with other users in Excel.</li> <li>8. 1.08 Understand how to analyze and organize data in Excel.</li> </ol>	
<b>B</b>	<b>MICROSOFT ACCESS</b>	<b>50%</b>
<b>2.00</b>	<b>Understand basic database software skills using Microsoft Access</b>	
	<ol style="list-style-type: none"> <li>1. 2.01 Understand how to manage the Access environment.</li> <li>2. 2.02 Understand how to build tables in Access.</li> <li>3. 2.03 Understand how to build forms in Access.</li> <li>4. 2.04 Understand how to create and manage queries in Access.</li> <li>5. 2.05 Understand how to design reports in Access.</li> </ol>	

**Grading Scale**

- A 90 – 100
- B 80 – 89
- C 70 – 79
- D 60 – 69
- F 0 – 59

**\*Permission Form covers ALL trips to the ROC to take the Microsoft Office Specialist Test (MOS Test is mandatory)**

**EVALUATION**

*Students will be evaluated in the following manner:*

Test grades ( <i>includes MOS Test</i> ).....	40%
Projects/Lesson Modules.....	30%
Class Participation.....	15%
Quizzes.....	15%

The weight of each section may vary with the introduction of a new 6 weeks period. If so, students will be advised of those changes.

\*\*Mandatory Vocats EOC Exam, which counts 1/7<sup>th</sup> of your grade.

**Note:**

Students are expected to follow all school rules as outlined in the school handbook. Pay close attention to the sections on absences, tardies, and time make-up. Late submission of assignments should be avoided. There will be a penalty assigned to any work submitted late: 1 day late = -10 pts.; 2 days late = -20 pts.; 3 days late = -30 pts.; 4 days late = -4pts.; 5 days late = -50 pts.

**Class Rules:**

1. Be prepared. Come to class prepared to work.
2. Be honest. Cheating is not tolerated.
3. Be respectful. No rude comments, gestures, or behaviors.
4. Be punctual. I count tardies!
5. Be sure to make up time. Any absences after 2 days need to be made up after school in the learning center. Absences from school are to be made up, no questions asked.

**Consequences:**

1. Warning/1 minute after class
2. Removal from classroom with parent contact
3. Administrative Referral

Students are expected to participate fully in each class session as well as taking the MOS test. You should bring your class notebook with paper, flash drive, and pen/pencil to class each day. I look forward to working with & getting to know each of you this semester.

Mrs. Boykins

Student signature \_\_\_\_\_

(I have read, understand, & agree with the above information.)

Parent/Guardian signature \_\_\_\_\_

(I have read, understand, & agree with the above information.)