**Classroom Teacher: Business, Finance, & Information Technology Instructor Ms. Watlington (watlinm@gcsnc.com)**

**Course Description**

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| Students in Microsoft Imagine 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. 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. Content in this course aligns with the following industry credential: the Microsoft Office Specialist (MOS) in Excel and/or Access, http://www.microsoft.com/learning/en/us/certification/mos.aspx. |
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**Prerequisites**

This curriculum assumes that students are studying the program by using the associated Microsoft Imagine Academy course or other available curriculum, including but not limited to resources available on the Microsoft Office website, Microsoft Press books or e-books such as the MOS Study Guides, Microsoft Official Curriculum (MOC) courses, Microsoft Official Academic Curriculum (MOAC) courses, and other resources that are appropriate to and available within the student’s specific environment.

**Classroom Materials**

* 2-inch binder for course handouts (can include other courses)
* blue or black pen ONLY – ***Work completed with other colors not accepted***
* pencils
* flash drive (at least 1GB) - (student can save files on ***gcsonedrive*** or other cloud option)
* highlighter
* (***Wish List Items***: hand sanitizer and Kleenex for classroom is greatly appreciated!)

**Grading**

* Daily Work/Homework: 45%
* Tests/Projects 40%
* Quizzes 15%
* A 90-100
* B 80-89
* C 70-79
* D 60-69
* F 0-59

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| **ES # Ind #** | **Unit Titles/Essential Standards and Indicator Statements (The Learner will be able to:)** | **Course Weight** |
|  | **Total Course Weight** | **100%** |
| **1.00** | **Understand basic and intermediate spreadsheet software skills using Microsoft Excel 2016.** | **50%** |
| **1.01** | **Overview** |  |
| **1.02** | **Working with Microsoft Excel 2016** |  |
| **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 Workbooks** |  |
| **1.12** | **Creating Charts** |  |
| **1.13** | **Adding Pictures and Shapes to a Worksheet** |  |
| **2.00** | **Understand basic database software skills using Microsoft Access 2016.** | **50%** |
| **2.01** | **Database Essentials** |  |
| **2.02** | **Creating Database Tables** |  |
| **2.03** | **Working with Tables and Database Records** |  |
| **2.04** | **Modifying Tables and Fields** |  |
| **2.05** | **Creating Forms** |  |
| **2.06** | **Creating Reprots** |  |
| **2.07** | **Creating and Modifying Queries** |  |
| **2.08** | **Using Controls in Reports and Forms** |  |
| **2.09** | **Advanced Tables** |  |
| **2.10** | **Advanced Forms** |  |
| **2.11** | **Advanced Reports** |  |
| **2.12** | **Advanced Queries** |  |
| **2.13** | **Displaying and Sharing Data** |  |
| **2.14** | **Importing and Exporting Data** |  |
| **2.15** | **Database Tools** |  |
| **3.00** | **Understand advanced spreadsheet software skills to achieve Microsoft Excel Expert 2016. (SUPPLEMENTAL)** | |
| **3.01** | **Managing and Protecting Workbooks** |  |
| **3.02** | **Applying Custom Formatting and Layouts** |  |
| **3.03** | **Using Advanced Functions and Analyzing Data** |  |
| **3.04** | **Working with Advanced Charts and Pivot Tables** |  |

**Submission of Assignments/Testing**

Assignments are to be completed ***DAILY*** and saved under the ***student’s user name*** unless directed otherwise by the instructor. Instructions will be provided on where and how to save assignments. Testing will primarily be *online* through the SchoolNet online assessment program and will include Internet-based activities such as quia.com) as well as Journaling Essential Questions, True-False/ Multiple-Choice, Lesson and Unit Summary Boards. Students are encouraged to use documented testing modifications throughout the semester. Failure to do so eliminates the opportunity to use them during End of Year EOC/CTE Final Exam. **NOTE:** ***Students cannot exempt CTE Final Exams under any circumstance.***

Assignments are due on the due date. The maximum grade is deducted by a letter grade for each day an assignment is submitted after the due date. Please get in the habit of turning assignments in on time. **NO LATE WORK WILL BE ACCEPTED BEYOND 3 SCHOOL DAYS.** I will not grade assignments more than a week past due.

Attend class regularly and to make up any work missed while you were absent. MAKE-UP WORK IS YOUR RESPONSIBILITY!!! Any work missed should be made up within three (3) class periods following the absence. Check the appropriate lesson folder online. Unexcused absences equal no make-up work.

**Dishonesty**

Cheating will not be tolerated. This includes work both in and out of the classroom. If a student is caught allowing another student to copy or turn in his or her work, BOTH students will receive 0 (zero) credit for the assignment. You learn by doing your own work! 

**Interim Reports**

Interim Reports will be issued every three (3) weeks or as instructed by the principal. In addition, parents will be notified periodically if your child is in danger of failing this course.

**After School Tutorials**

I am available for tutorials on Tuesday afternoons from 4:00pm-5:00pm. Students not in my room by 4:00pm for tutorial will not be allowed to stay or receive a bus pass from me. Bus transportation may be available for students staying for after school tutorials. Check with front office for updates.

**Student Expectations**

1.Be ready for class (in your seat) when the bell rings with all necessary materials. Students will need to sign the Tardy Log when arriving late to class and be subject to further disciplinary actions (referral to In School Suspension- ISS) if the pattern continues.

2.Go to the restroom or your locker between classes. Students who abuse bathroom privileges will lose them.

3.**Put cell phones and other mobile devices away BEFORE entering class. There will be no warning! I will collect devices on the first occurrence and future occurrences will result in referral to administration.**

4. **Music** and use of **Social Media** (Twitter, Instagram, Facebook, Snapchat, etc.,) is not allowed in class.

5.Abide by Guilford County Public School System bylaws outlined in the Student Handbook.

6.Comply fully with the Guilford County Internet Policy. All discipline procedures will be mandated by the Guilford County Board of Education.

7.Respect yourself and others. HAVE A POSITIVE ATTITUDE!

8. Food and drink (with periodic exceptions) are not allowed in class. Water is fine.

**NOTE**: This curriculum supports students in preparing for Microsoft Office Specialist (MOS) exam **77-727: Microsoft Excel 2016**.

The curriculum extends the learning process to ensure that students have the opportunity to explore all areas of a program pertinent to the corresponding MOS certification objectives, or that have been identified as most important for users to understand, through the completion of individual activities. Through this extended practice, the curriculum provides provide a significant opportunity for the hands-on program experience that is expected and required of a successful certification candidate or power user.

This curriculum is designed to supplement the content of course **40392: Microsoft Excel 2016**.

NOTES/Questions

**Student Policies for Using the Internet**

**Sign and Return only this page to**

**Classroom Teacher**

1. Students should not access the Internet during class time unless an assignment specifically calls for Internet use or the instructor gives permission for access.
2. Certain material available on the Internet is inherently inappropriate for student use. Examples include: material that is of a sexually explicit nature or that advocates violence against women, minorities, ethnic groups, religions, government, etc.; humor of an offensive or sexually explicit nature; pirated commercial software; pinup pictures such as images from the Sports Illustrated Swimsuit Issue, etc. Students must avoid accessing inappropriate material. Students who access inappropriate material will lose the right to have Internet access and may be withdrawn from class.
3. Students ***may not alter or change any of the settings on computers***. This includes the screensaver.
4. **Applications and files should not be downloaded** on computers or servers unless the instructor instructs students to download material. Files downloaded for other classes should not be accessed during this class period.
5. Students may not use classroom computers to join mailing lists.
6. Students may not use personal email or send messages during class time unless instructed by the instructor. Students may not send obscene, threatening, or “flaming” messages to anyone at any time (“flaming” is defined as sending a message to a mailing list with the intention of invoking an inflammatory response from the readership of the list).
7. Students may not access files belonging to other students unless instructed to by the instructor.

**Penalty**: 1st Violation: The student will not have further access to the Internet.

2nd Violation: The student will be temporarily removed from the class.

3rd Violation: The student will be disciplined and dropped from class.

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, have read this policy and agree to abide by the terms. **Student Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, have reviewed syllabus and Internet policy and am aware my child is accessing the Internet. My child and I have discussed the consequences of inappropriate use of the Internet.

**Parent Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_**