



# The Kearns Academy of Computer Science

## Microsoft Excel Honors

Course Syllabus and Classroom Expectations

Teacher: Mrs. Lohanna Sanchez, Rm 212

School Phone: (336) 885-7905 ext. 1660

Email: [sanchel@gcsnc.com](mailto:sanchel@gcsnc.com)

**Welcome!!** I am so excited about this year and all that we will learn together. This syllabus contains valuable information about what is expected for our learning journey. **Parents and students, please review this information together.**

- **Course Description:** Welcome to Excel Associate/Expert 2019. This 40-hour educator-led course helps develop knowledge and skills to improve personal productivity by using Microsoft Excel 2019. It also helps prepare students for the associated Microsoft Office Specialist (MOS) certification exam, [MO-200: Microsoft Excel \(Excel and Excel 2019\)](#). The course supports a variety of learning scenarios but is optimized for use with adolescent and adult learners working in secondary, technical, and community college settings. In this course, students learn to use Excel through scenario-based, hands-on lessons that emphasize practical outcomes. By learning to use Excel to create real-world results, students discover how to be more personally productive and empowered.

### Course Modules:

<b>1.00</b>	Understanding basic and intermediate spreadsheet software skills	<b>2.00</b>	Understand the advanced spreadsheet software skills
<b>1.01</b>	Introductions to Excel fundamentals	<b>2.01</b>	Managing and formatting data
<b>1.02</b>	Managing worksheets and workbooks	<b>2.02</b>	Using advanced formulas
<b>1.03</b>	Formatting cells	<b>2.03</b>	Validating and auditing data
<b>1.04</b>	Managing tables and range data	<b>2.04</b>	Analyzing data
<b>1.05</b>	Using formulas and functions	<b>2.05</b>	Using simple macros
<b>1.06</b>	Visualizing data	<b>2.06</b>	Using Microsoft PivotTables and Microsoft PivotCharts
<b>1.07</b>	Preparing to print and checking for issues	<b>2.07</b>	Collaborating with other people

### Materials Needed:

➤ <b>3 Subject Composition Notebook</b>	➤ <b>Headphones/earplugs</b>
➤ <b>Pencil/Pens</b>	➤ <b>Positive Attitude</b>

### Rules & Expectations:

1. **Respect Yourself and Others at all times.**
2. Arrive to class on time daily prepared to engage in your learning experience.
3. Absolutely NO candy, food, or drinks allowed near the equipment.
4. Cheating will not be tolerated! This will result in a zero for that assignment or test. The administration will also be notified.
5. Students should only use assigned software and go to teacher/school/GCS approved websites as it pertains to the assignment.
6. Damage to equipment will result in immediate referral to the administration and parent notification for replacement charges due to property destruction.

**Consequences/ Discipline Policy:**

- 1<sup>st</sup> Warning. Teacher-Student Conference
- 2<sup>nd</sup> Removal from class/ Lunch Detention
- 3<sup>rd</sup> Parent notification/After School Detention
- 4<sup>th</sup> Parent notification and Office referral

**\*\*If a student is severely disruptive, he/she will be sent to the office immediately.**

**Assignments:** All assignments are due on time. Please review due dates in Canvas often to ensure you have completed your required assignments for the week. The final course grade will be calculated using the following categories:

Classwork/Participation	TestOut Assignments	25%
Homework/Projects	GMetrix	35%
Quiz	GMetrix Test	40%

**Late Work:**

**1-5 days = 10pt penalty each day**

**5-days or more= Grade F**

**Missed Worked (Due to Absence):** Any work assigned prior to your leave is due 2 days after you return. Any work assigned during your absence is due 3 days after you return. Please check in with the teacher for missing assignments.

**Grading Scale:**

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