

# MSIA EXCEL/ACCESS HONORS

Fall 2017  
School

West Caldwell High

**Instructor: Eric Boston**

West Caldwell High School - CTE Dept.

Classroom: Room 216

Prerequisite: None

E-Mail: eboston@caldwellschools.com

Phone: 828-758-5583

## Course Competencies

- 1.0 Understand basic and intermediate spreadsheet software skills using Microsoft Excel 2016.
- Creating a spreadsheet
  - Exploring the backstage view
  - Using Formulas and Functions, Formations
  - Cells, and Ranges
  - Worksheets and Workbooks
  - Creating graphic data
  - Saving, Sharing, and Securing Data
- 2.0 Understand basic database software skills using Microsoft Access 2016.
- Database Essentials
  - Working with Tables
  - Creating forms, reports, and queries

### **HONORS:**

**Students will complete a Honors Project and Attempt to pass the Expert level MS Excel Certification**

**Course Description:** Students in Microsoft Imagine Academies benefit from world-class Microsoft curriculum and cutting edge software tools to tackle real-world challenges. The first part of the class is designed to help you use the newest version of Microsoft Excel interface. 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 using Microsoft Access. Students will learn how to create, modify, and locate information as well as how to create elements and share and distribute database information. Mathematics is reinforced. 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>.

### **What You Will Need for This Class**

- ✍ A pen or pencil daily
- ✍ Paper **FOR THIS CLASS ONLY!**
- ✍ Pack of Printer paper for projects
- ✍ A positive attitude!

### **Make-up Work and Tutoring:**

It is your responsibility to check [www.schoolology.com](http://www.schoolology.com) to retrieve the lesson plan for the day. **It can be retrieved from anywhere with access to the internet. Typically you will have 5 days to make-up the work.** If you need additional help grasping the content, please see Mr. Boston

**Attendance & Tardies:** The W.C.H.S. attendance policy and tardy policy are explained in the student handbook pages 12-13 and will be followed.

### **Classroom Grading Policy**

#### **School Grading Scale**

A	Superior	100-90
B	Good	89-80
C	Average	79-70
D	Poor	69-60
F	Failing	59 and below

This can also be found on page 9 of your handbook

**Daily assignment = 20%**

**Project = 25%**

**Quizzes = 25%**

**Test = 30% (Test are weighted higher because you are allowed to repeat any test that you are not satisfied with the score within 5 days. This should be done before school or arrangements should be made with Mr. Boston)**

### **IMPORTANT:**

This course has a POST ASSESSMENT TEST that counts as 20% of the students FINAL GRADE. This test will be given at the end of the

### **Cell Phone Use**

Per WCHS policy, Cell Phones are not permitted in class. Please put them away upon arrival to class **Failure to comply will result in disciplinary action.**



# CLASSROOM EXPECTATIONS

1. Be in your seat and ready to work when the tardy bell sounds. We abide by a seating chart.
2. Show respect for others and their property. Cabinets, storage areas and the teacher's desk are **off limits**.
3. No **food, candy, gum or drink** allowed in the classroom/computer lab. Please **do not** bring these items into the classroom/computer lab.
4. Raise your hand for permission to speak or leave your assigned work area. Talking out of turn and horseplay disrupts others. We have 90 minutes in class. By working together and cooperating, we can get our "job" done in the time we are together. Wait for the bell to ring to deposit trash.
5. **The bell does not dismiss you**; the teacher does. We will begin cleaning up three minutes before the bell rings. You will be dismissed from your seats by the teacher. **We will not stand in the doorway blocking an exit.**
6. Leave your work area clean and neat as it was left for you. All computers and monitors are to be turned off. Do not leave any paper or trash in or around your work area. Desktops should be kept clean. Students are not to swap out any keyboards, cables, etc. **DO NOT INTERFERE WITH CLASSMATES' COMPUTERS.**
7. **The student will only be on the computer or internet when directed by the teacher. When the teacher is talking, all monitors are to be turned off. The student is not to waste time visiting websites banned by the school, such as facebook and youTube. The only games that are to be played are activities on the class website related to our subject content.**
8. The teacher has software on her computer that can monitor and control the individual's computer. If the teacher takes control of the student's computer, the student is not to unplug the computer. **If the student attempts to unplug the computer, the student will be written up.**
9. If an emergency, i.e. restroom need, should arise and permission is granted by the teacher to leave the classroom, students will request signed pass from teacher. Student cannot leave the room during the first or last fifteen minutes of the class. I will speak individually with any student who habitually needs to leave the room and is missing valuable class time.
10. **Respect** and **responsibility** are keys to success and will be demonstrated at all times. All school rules will be strictly maintained. Please refer to the Student Handbook.

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By signing below, the student/parent agrees they have carefully read and understand the course syllabus/classroom rules. The student agrees to abide by all policies/regulations. Please contact Mr Boston if you have any questions. I look forward to meeting parents/guardians and communicating with you through frequent progress reports, conferences and/or phone calls. Please feel free to let me know what I can do to help your student succeed in this course.

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Student Signature

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Parent/Guardian Signature  
E-Mail

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Date  
Cell #