Microsoft Excel and Access

(Microsoft IT Academy - Course for Certification)

Syllabus – Spring 2016

Marty Hawkins, Room – 226

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**I. Units** (with course weight)

## MS Excel 2013 = 50%

## MS Access 2013 = 50%

**II. Grading**

Tests/Quizzes, classroom assignments, notebook checks, and participation will account for **80%** of your course grade. Participation points are earned through attendance, promptness, responsibility, and overall effort. In addition to each student’s certification attempt(s), the state of NC will also produce a 100-question final state exam. The content in the questions will mirror the course weight %’s seen above. The final exam will count **20%** towards your grade.

We will use the following grading scale:

90-100 = A

80-89 = B

70-79 = C

60-69 = D

All students will have the opportunity to take a Microsoft online test for genuine certification in:

1. Microsoft Excel 2013
2. Microsoft Access 2013

# III. Classroom Policies

1. Be Respectful (of yourself, teachers, classmates, equipment).
2. **Cell phones must be powered off and placed in the storage hanger.**
	* + **1st offense-taken & picked up by the student at the end of THE CLASS PERIOD**
		+ **2nd offense-Taken & picked up at the end of the day in the office.**
		+ **Each Follow-on offense - taken & picked up by a parent.**
		+ **Arrangements will be made if you need to make an important call.**
3. Come to class, be on time, and be prepared.

You will need:

* 3-ring Binder with loose leaf paper (or spiral notebook)
* Highlighter, Pen or Pencil

1. Internet Use

The internet is not to be used for purposes other than class assignments without permission. Do not ask for permission until all of your work is completed.

1. Assignments

Assignments are due on the assigned date. 10 points will be deducted each day an assignment is late. Any assignments turned in more than 3 days late will receive a grade of zero. If you are absent from class, you have three school days to make arrangements to make up missed work. It is your responsibility to see me for an explanation of material covered on the day you were out and obtain your assignments. Work sharing or cheating in this class will result in a grade of zero for anyone involved.

1. Lab Equipment

Please be respectful of the equipment. We are very privileged to have this nice classroom. Our computer lab equipment is very expensive and there is no money allotted for repairs or replacement. **No food, drinks, or Gum are allowed in this classroom**. Please do not download or save music files or games on computers. Please do not put any flash drives in any computer unless you ask me first.

1. Classroom Disruptions

Please do not disrupt the classroom unnecessarily. Be in your seat and ready when the bell rings. Have pencils sharpened and materials ready before class begins. Break time is to be used for restroom and water breaks. If you must leave the classroom, ask me first and then complete the Student Sign Out/Sign In form.

## IV. Comments

Students, I am excited about having you in my class. I look forward to a fun and challenging semester. Your participation grade will require that you assume responsibility for your work. We will discuss this and other expectations more during the first week of class. Your first responsibility will be getting your paperwork signed by you and your parent or legal guardian and returning it to me. Parents, please feel free to give me a call or email me at any time with any questions you may have. I hope you will be very involved in your child’s learning experience.

Student’s Name Student’s Signature

Parent’s Name Parent’s Signature

Parent’s Email Parent’s Day-time Phone #