***MSITA* SYLLABUS**

**Course Name:** MSITA (Excel/Access)

**Instructor Name and** **Contact Information**

Name: Mr. Melvin Blackwell

Office Location: Mod 208

Office Hours: 1st block planning (7:25-8:49) or SMART LUNCH –

Mondays – A half

Wednesdays – B half

\*\*\* If you need me during any other times, please let me know so that I may make myself available

Telephone: 919-463-8656

Email: mblackwell@wcpss.net

**Classroom Meeting Times and Location:** 2nd, 3rd, and 4th blocks – Mod 208

**Course Description**

In this class students will learn to use Microsoft® Office Excel 2013® as an effective tool for organizing, analyzing and presenting data. Students will learn how to enter data; move, copy and edit cells; construct tables and charts; and create and apply basic mathematical functions to spreadsheet data. Upon successful completion of this course, students will be able to create and edit basic Microsoft® Office Excel® 2013 worksheets and workbooks.

The goal of this lesson is for students to successfully explore and describe the Access 2013 window. The student will spend time navigating through an Access Database. The student will create a table, modify the design of the table, and add records to the table. The student will open a previously created table, modify the field properties, and learn to sort and filter records and import information from an external source. The student will create forms from tables and queries, use the forms for data entry, and modify the form layout. The student will create reports from tables and queries and modify the report layout. The student will create a query based on specific criteria, run the query, and create a query using comparison operators as well as calculated fields.

**Course Goals**

This course will prepare students to use ***Microsoft Excel*** 2013 for:

* Creating worksheets and workbooks for managing and presenting data
* Analyzing data using simple and complex formulas
* Formatting worksheets and workbooks
* Using formatted worksheets and charts to visually represent data

This course will prepare students to use ***Microsoft Access 2013*** for:

* Answer "What is a database?"
* Start Access and open an existing database
* Move around in Access
* Open and close an object
* View a table in Database view and Design view
* Navigate within a table using the mouse pointer
* Navigate within a table using the keyboard

**Project Files**

 (Note to the Instructor: Each Lesson Plan Project folder includes a student assignment document, data files needed to complete projects and an instructor answer key.)

**Course Policies**

**Grading** A = 90~100% **Term Weights**

Tests – 50% B = 80~89% Q1, Q3 – 40%

Quizzes – 15% C = 70~79% Q2, Q4 – 40%

Classwork – 30% D = 60~69% Final Exam – 20%

Student Engagement – 5% F = Below 60%

**Attendance:**

Students will be graded on classwork, quizzes, tests, student engagement, and presentations.

Students who are absence have two days upon return to make-up work for full credit. After the allotted number of days has expired, per Wake County Board of Education, 7 points will be deducted daily until the assignment is completed, up to a 35 point deduction. It is the **STUDENTS** responsibility for getting all missed assignments, quizzes, and tests made-up. **IT IS NOT THE TEACHER’S RESPONSIBILITY TO TRACK STUDENTS DOWN FOR MAKE-UP WORK.** Further, the use of class time will **NOT** be used for making up quizzes and tests. If you miss a quiz or test, you will need to attend MY SMART lunch in order to make-up those assignments. Failure to attend SMART lunch will result in a 0 being recorded in the gradebook until the quiz or test has been completed.

## Deadlines

* Missing assignments will be accepted until the end of the quarter. No assignments from previous quarters will be graded.
* All assignments (not including quizzes and tests) will have 10 point deduction for each day the assignment is late (up to five days). After the fifth day, the highest grade you will receive for the late work is a 50.

Quizzes given will be announced. Tests will cover unit material previously covered on the quizzes. Questions are based on State Post assessment – our end of course test. All students must take the final exam. The CTE Post assessment finals are state finals, and, therefore, there are no exemptions from the final exam.

Final grade will be based on the following:

1. First quarter – 40%
2. Second quarter – 40%
3. State Final – 20%

**MS Certification**

Students will have the opportunity to take certification tests for Excel and Access. This course is designed to prepare and aid the students in achieving Microsoft Certification. The certification exam is a timed 50 minute computerized test performed independently using the skills learned in this classroom. The minimal qualifying score is 700. Many students have been successful and you can be too!

**Classroom Mannerism**

Students will demonstrate respect to the teacher and it will be reciprocated. Students will also show respect to other students, faculty, and staff at all times. Otherwise, you will be referred to administration that will result in disciplinary action. Classroom rules are posted. Teacher dismisses the class; not the bell.