

CARLSON HIGH SCHOOL
30550 W. Jefferson Ave.
Gibraltar, MI 48173
734-379-7100

Course Name: BST C—Excel and Access
Course Number: 517
Course Credit: .5 (1 trimester)
School Year: 2008-2009
Instructor: Ms. Fountain/Ms. Bechtol/Ms. Ochalek/Ms. Iott

Course Description: BST C (Excel and Access) covers Microsoft Excel and Access, and it is offered to students that have successfully completed BST A. Microsoft Excel concepts to be covered include the Microsoft Excel window, creating worksheets and embedded charts, formulas, functions, and formatting, what if analysis, charting, and working with large worksheets. Microsoft Access concepts to be covered include Microsoft Access window, creating and using a database, querying a database, maintaining a database, and sharing data among applications.

Course Objectives:

1. Students will increase their competency in Microsoft Excel
2. Students will increase their competency in Microsoft Access
3. Students will develop decision-making skills
4. Students will develop organizational skills as they relate to computer files and portfolios
5. Students will integrate Microsoft Office software, including Microsoft Excel and Access.

Student Competencies:

1. Students will be competent in Microsoft Excel
2. Students will be competent in Microsoft Access
3. Students will develop decision-making skills
4. Students will develop organizational skills as they relate to computer files and portfolios
5. Students will integrate Microsoft Office software, including Microsoft Excel and Access.

Required Text:

1. Microsoft Excel 2007 (Shelly Cashman Series)
2. Microsoft Access 2007 (Shelly Cashman Series)
3. Skateboards, Inc., An Integrated Microsoft Office Simulation (Business Education Publishing);

References & Other Resources: Internet

Course Advisory Committee:

- | | | |
|--------------------|-----------------|------------------|
| • Brenda Bechtol | Malin Wagner | Ryan Marl |
| • deAndra Fountain | Garrett Ochalek | Jeff Myslinski |
| • Todd Skopczynski | Jeff Acs | Gayle Arnold |
| • Allison Ochalek | Andrea Lozon | Michael Swales |
| • Walter Kargus | Aimee Bostic | Kristin Mazaitis |
| • CHS Counselors | | |

Class Assignments:

- Microsoft Excel
 - Creating a Worksheet and an Embedded Chart
 - Formulas, Functions, Formatting, and Web Queries
 - What-If Analysis, Charting, and Working with Large Worksheets
 - Creating Web Pages Using Excel
 - Financial Functions, Data Tables, and Amortization Schedules
 - Creating, Sorting, and Querying a Table
 - Creating Templates and Working with Multiple Worksheets and Workbooks
 - SmartArt and Images
- Microsoft Access
 - Creating and Using a Database
 - Querying a Database
 - Maintaining a Database
 - Sharing Data Among Applications
 - Creating Reports and Forms
 - Multi-Table Forms
 - Using Macros, Switchboards, PivotTables, and PivotCharts
 - Using SQL
- Skateboards, Inc. simulation
 - Part 2: Excel
 - Part 3: Access

Final Exam:

- The final exam will be 10% of the student's overall grade.
- The final exam consists of a Hands-On Application using Microsoft Excel 2007 and Microsoft Access 2007 software

Class Policies:

1. Regular attendance: You cannot do so well in school if you are not here!
2. Be on time to class. You are expected to be in your assigned seat and ready to work when the bell rings. DO NOT stand in the hallway or by the door before the bell rings. You are to remain in your seat until you are dismissed.
3. Bring necessary materials to class: pen, pencil, notebook and planner.
4. Complete assignments correctly, accurately, and on time. No late assignments will be accepted. Cheating will not be tolerated; all parties involved will receive a zero for the assignment/test, as well as a detention and call home.
5. Excused absences: See me on the day that you return to school. YOU are responsible to find out what assignments you have missed. Upon returning to school, students will be allowed one week to make-up work that was missed. After one week the student receives a zero for missed assignment(s).
6. Use computers properly and ethically: Follow all computer lab rules.
7. (see attached form, please pay close attention to bullet point # 2)
8. Passes: Passes will only be issued with your student planner.
9. **Absolutely no** foods, drinks, candy, or chewing gum allowed in the classroom/computer lab at any time.
10. Have a good attitude and be respectful! You are expected to show respect to everyone and everything in the classroom. Be polite. Inappropriate behavior will not be tolerated. Detentions will be given for behavior that is persistent, along with a phone call home.
11. All rules and procedures outlined in the School Code of Conduct will be enforced.

Evaluation & Grading:

In-class activities will be checked on a turned in basis. A student's score will be based upon the effort and work demonstrated. Students are expected to thoroughly attempt every in-class assignment. A student's in-class activity grade may also consist of homework and/or projects that are assigned.

GRADING SCALE

100-93	A	79-77	C+
92-90	A-	76-73	C
89-87	B+	72-70	C-
86-83	B	69-67	D+
82-80	B-	66-63	D
		62-60	D-

Evaluation of the final grade will be based upon classwork/homework assignments (45%); quizzes/tests (45%); in-class activities and behavior (10%). Point values will vary based upon the type/size of the assignment.

Course Outline:

- I. Microsoft Excel
 - a. 5 Weeks
- II. Microsoft Access
 - a. 5 Weeks
- III. Skateboards, Inc. Simulation
 - a. 1 Week
- IV. Final Exam