# GUIDELINES FOR SUCCEEDING IN SPREADSHEETS & DATABASES

#### COURSE DESCRIPTION

Managing data is no problem after you learn to use Access and Excel. Through hands-on assignments you will expand your computer skills and as a bonus, equip yourself with a skill also used in the business world. Excel allows you to analyze data and solved problems using powerful spreadsheets and charting package. You can use spreadsheets to answer "What If?" questions in a variety of scenarios, such as planning a party, keeping track of sports statistics, or determining profits or losses. The Access database can be used to organize collections of information, such as, music, baseball cards, clients, or workshop participants.

This course prepares students for the MOS test in Microsoft Access and Excel. Numerous state and national universities and vocational institutions grant credit for those who successfully complete MOS exams. \*MOS (Microsoft Office Specialist) Certification is a special certification that students can test for after taking Microsoft Word, PowerPoint, Access, and/or Excel. There is an additional fee for this test. Please visit the website for more information. http://www.microsoft.com/learning/mcp/officespecialist/

## **ESSENTIAL**

**UNDERSTANDINGS** 

**BUS0281.D.12.17** Use spreadsheet software to create a worksheet with charts **BUS0281.D.12.18** Use spreadsheet software to create and revise formulas and worksheet functions

**BUS0281.D.12.19** Use spreadsheet software and mathematical procedures to analyze data, create information and solve business

problems

**BUS0281.D.12.20** Use software to create and modify database queries **BUS0281.D.12.21** Use software to plan, develop, and maintain a database **BUS0281.D.12.22** Know how to modify and maintain a database



## MATERIALS NEEDED

I expect the following items to be in class EVERY day. You cannot do the class work if you do not have these items.

10%

50%

15%

25%

N	otebook
W	riting Utensils

## **GRADED ACTIVITIES**



Coursework/Homework Project/Lab Assessments Quizzes Tests Extra Credit

5% (will be distributed on occasions that relate strictly to curricular subject area.

## GRADING

Grading Scale:

(As per student handbook)

<b>A</b> +	<b>98-1</b> 00%	<i>B</i> +	87-89%	C+	<b>78-8</b> 0%	D+	69-71%	F	0-62%
Α	94-97%	В	<b>84-86%</b>	С	75-77%	D	66-68%		
A-	<b>90-93%</b>	В-	81-83%	C-	72-74%	D-	<b>63-65%</b>		
	Calaudattan a								

Calculations:

Semester Grades:

Quarter 1 = 45% Quarter 2 = 45% Semester Exam = 10%

#### MAKE UP PROCEDURES

Students should report to their teachers as soon as they come back from an absence. (However, sometimes I am busy at the beginning of the hour, so see me during the hour when things are less hectic.)

The following are the handbook guidelines regarding make-up work for excused and unexcused absences:

- A student will be given two days to make up the work for each day absent.
- In the case of an extended absence, a mutual agreement must be reached with the teacher for completion of assignments.
- Students will have until the end of ANY UNIT to turn in ALL missing assignments, quizzes/tests or projects.
- Tests are not made up during class time unless completion of all other assignments and lecture by the instructor is completed for that day. Student will arrange a time with instructor to make up a test. (
- **EXTRA HELP**—If you are having problems, see me as <u>soon</u> as possible. Usually it only takes one session to help get you back on track IF you see me right away. Since each chapter builds on the next one, letting a problem ride just makes it harder on you.

CLASSROOM BEHAVIOR EXPECTATIONS The keys to being successful in any class are to: Be Responsible; Be Respectful; Be Engaged

Condensed from the <u>Oak Creek High School Student/Parent Handbook</u>, the following rules are to be followed by all students:

- 1. Chronic behavior that disrupts the educational process will be referred to an administrator.
- 2. Students may not wear inappropriate clothing, head apparel, or wallet chains.
- 3. Pagers, cell phones, or other communication devices are allowed in my class if permission is granted.
- 4. Food and drink will be allowed in MY class if approved by instructor.
- 5. Profanity, inappropriate language, and/or insubordination will be referred to an administrator.
- 6. After the fourth tardy to class, and every fourth tardy thereafter; a student must choose between a detention served with the teacher <u>or</u> a "Student Discipline Referral" that will result in a one-day assignment to an after school detention in the discipline room.

