

# Microsoft Excel

## Southern Lee High School

### Course Information: 2019-2020

<b>Mrs. Jessica Blackmon</b>	919-718-2400 ext 2111	<b>Planning:</b> 3 <sup>rd</sup> Block 11:10 – 1:20
<b>Room 705</b>	jblackmon.sl@lee.k12.nc.us	<a href="http://lee.schoolwires.net/blackmon">http://lee.schoolwires.net/blackmon</a>

#### Course Description

Microsoft Office Excel 2016 provides powerful tools that enable users to organize, analyze, manage, and share information easily. The foundation of Excel and locations where you do your work are cells, rows, and columns within a worksheet, and worksheets as part of a workbook. This course is designed to prepare you for data analysis in the workforce through the Microsoft Official Academic Curriculum and NC Department of Public Instruction. You will be offered the opportunity to earn the **Microsoft Office Specialist Certification in Excel 2016** through Certiport as well as the **Microsoft Office Specialist Certification in Excel Expert 2016**.

#### Required Resources

Students will be required to use the following online resources/text in the classroom:

- *Microsoft Official Academic Course (MOAC)*
- *Microsoft Excel 2016*
- *Canvas*
- *GMetrix*
- *Certiport*
- *SchoolNet/PowerSchool*

#### Required Supplies

Black and/or dark blue ink pens  
 No. 2 pencils  
 Spiral notebook  
 Flash Drive

#### Guidelines for Term Grading\*\*

In order to adhere to county policy credit for this course will be awarded as follows:

The terms of this course are divided as follows:

- Quarter 1 – 1<sup>st</sup> 9 weeks** = 40% of overall grade for semester
- Quarter 2 – 2<sup>nd</sup> 9 weeks** = 40% of overall grade for semester (including Certification)
- \*\*X1 – CTE Post Assessment** = 20% of overall grade for semester

Within each quarter students will be graded as follows:

- Assessments- 40%** - SchoolNet Tests, Certification
- Classwork- 25%** - GMetrix Tests, End of Chapter Projects
- Participation- 20%** - Class/Group Projects
- Assignments- 15%** - Quizzes, GMetrix Trainings, Guided Practice (SBS)

**\*\* To not have to take the CTE Post Assessment on Exam Day, you MUST pass both the MOS Excel Core AND the MOS Excel Expert Certification Exams.**

**Note: The content of this syllabus is subject to change in accordance with the needs of the class and/or instructor.**

**Attendance Policy**

It is important for students to adhere to the district policy in order for students to receive credit in this course. The district allows students to miss **no more than eight absences** per semester in a course in order to receive credit. Failure to adhere to this policy will result in the student receiving an ‘FF’ in this course if their overall grade is considered passing at the end of the course. If students are failing the course with more than eight absences, they will receive the failing grade. The school has implemented a policy that students will not be allowed to make up absences past the same semester the course was taken. Absences may only be made up on scheduled SATURDAYS this year.

**Tardy Policy**

You must be in your seat before the bell rings. There will be consequences enforced for all tardiness:

1<sup>st</sup> Tardy = verbal warning

3<sup>rd</sup> tardy = phone call home, 1 absence

6<sup>th</sup> tardy = exclusion from extracurricular activities 5 days, 1 absence

9<sup>th</sup> tardy = administrative referral for ISS, exclusion from extracurricular activities for 10 days, 1 absence

**Make-up Work Policy**

Please refer to the handout regarding interim make-up work periods for this semester as per school policy.

**Plagiarism/Cheating**

No form of plagiarism or cheating will be tolerated. Students are required to sign and return a portion of the student handbook stating they understand the school rules and consequences associated with this. Due to the technological nature of this class, the Lee County Schools Acceptable Use Policy allows for any and all activity to be monitored on the use of school equipment at any given time.

**Classroom Rules/Expectations:**

- Respect each other and property
- Be prepared and prompt for class
- Expect to learn and allow others the opportunity to learn
- Adhere to ALL school and county policies

**Consequences:**

- Phone Calls home both positive and negative
- Small treats/Verbal Praise as rewards
- Referrals if necessary
- Lunch of Afterschool Detention

**Parent/Guardian Agreement:**

I understand the expectations of my student, \_\_\_\_\_, and agree to cooperatively encourage compliance with the rules/expectations set forth by the instructor at all times. I also understand the consequences, and realize that if my student does not comply, they will be subject to these consequences.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

**Student Agreement:**

I understand what is expected of me in this class and agree to comply with the rules/expectations set forth by the instructor at all times. I also understand the consequences, and realize that I do not comply; I will be subject to these consequences.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

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