

BM20 Microsoft Excel Honors

SPRING 2021-2022

Currituck County High School

Instructor: Mr. Andrew Knott

Classroom: B03

Prerequisite: None

E-Mail: cknott@currituck.k12.nc.us

Phone: (252) 453-0014 Ext. 3023

Fax: (252) 453-0017

Course Objectives

- Understand Basic and Intermediate Spreadsheet Software Skills.
- Understand the Advanced Spreadsheet Software Skills (Advanced Formulas / Data).
- Understand the Advanced Spreadsheet Software Skills (Pivot Tables / Simple Macros).

Course Description: Students in Microsoft Imagine Academies benefit from world-class Microsoft curriculum and cutting-edge software tools to tackle real-world challenges in the classroom environment. This class is designed to help you use the newest version of Microsoft Excel interface, commands, and features to present, analyze, and manipulate various types of data. Students will learn to manage workbooks as well as how to manage, manipulate, and format data. In addition, students will have the opportunity to earn Excel and Expert Excel Microsoft Office Specialist certifications.

What You Will Need for This Class

- ✍ **Chromebook**
- ✍ A pen or pencil daily
- ✍ (1) ONE-inch three ring binder (***FOR THIS CLASS ONLY!***)
- ✍ Notebook paper
- ✍ A positive attitude!

Late/Make-up Work and Tutoring:

Late/Make-up work and/or tutoring will be available during Power Time. Late work will be graded as outlined in the CCHS Student-Parent Handbook as follows: 1 Day -10 pts, 2 Days -20 pts, 3 Days -40 pts, After 3 Days = 0. **May be updated with Virtual policy.**

Internet Usage:

We will use the Internet extensively in this course. Parents are encouraged to work at home with their student to help him/her think about his/her financial well-being.

Attendance & Tardies: All attendance and tardy procedures will be followed as explained and outlined in the Currituck County Schools 2021-22 Student-Parent Handbook and CCHS policies.

Chromebook and Cell Phone Use (In Person)

Daily Policy – Students are expected to have their Chromebooks charged and ready to go for class each day. Students are **NOT** allowed to use cell phones or any other electronic device during class instructional time unless authorized as part of instruction.

Consequences for violations of this policy will be followed as explained and outlined in the Currituck County Schools 2021-22 Student Discipline.

Classroom Grading Policy

Classwork	40%
Quizzes	30%
Projects and Tests	30%
Total	100%

School Grading Scale

A	Superior	100-90
B	Good	89-80
C	Average	79-70
D	Poor	69-60
F	Failing	60-

Requirements:

** You will take the Microsoft Excel Certification Exam and the Microsoft Excel Expert Certification Exam. You must pass the Microsoft Excel **Expert** Certification to exempt my exam.



CLASSROOM EXPECTATIONS

1. When you enter the room, place cell phone in the attendance rack and get materials ready and place book bags in the designated place. Daily agenda will also be on the board.
2. Be in your seat and ready to work when the tardy bell sounds. You should have all materials at your desk ready for new material. Textbooks and notebooks remain in the classroom.
3. Show respect for others and their property. Cabinets, storage areas and the teacher's desk are off limits. You are responsible for your work area; notify me immediately at the beginning of class if anything is not in order, to be sure that you do not share in the blame for it later.
4. No **food, candy or soft drinks** allowed in the classroom/computer lab. (Water is OK at the desk, but not near the computers) Please **do not** bring these items into the classroom/computer lab.
5. Raise your hand for permission to speak or leave your assigned work area. Talking out of turn and horseplay disrupts others. By working together and cooperating, we can get our "job" done in the time we are together.
6. **The bell does not dismiss you; the teacher does.** Please remain seated until I dismiss you. We will begin cleaning up three minutes before the bell will ring, and you will be dismissed from your seats by the teacher. **We will not stand in the doorway crowding others and blocking an exit.**
7. Leave your work area clean and neat as it was left for you. Do not leave any paper or trash in or around your work area. Desktops and mouse pads should be kept clean. Again, if you come in and anything is not in order let me know immediately.
8. If an emergency, i.e. restroom need, should arise and permission is granted by the teacher to leave the classroom, students will use color coded hall passes and sign out. Please let me or our school nurse know immediately if there is a special medical need. I will speak individually with any student who habitually needs to leave the room and is missing valuable class time.
9. **NO** electronic devices in the classroom. Student can only use their phones at appropriate times (see Mr. Knott).
10. **BEING SAFE, RESPONSIBLE AND RESPECTFUL** are keys to success and will be demonstrated at all times. All school rules will be strictly maintained. Please refer to the Student Handbook. It is the student's responsibility to initiate make-up work upon return to class. Power Time will be scheduled when necessary to provide time to complete assignments and/or tests or quizzes.



DISCIPLINE POLICY

Classroom discipline is based on the 2021 – 2022 Student Discipline. This will be reviewed at the beginning of the Spring Semester and a link will be available on our Google Classroom. Dr. Durham will be reviewing the 21-22 Student Discipline with each grade level at the start of the semester.

Microsoft Honors Excel is a course that you can use in every phase of your academic, professional, and personal life. Together we can develop knowledge, technology literacy and skills that will enhance future opportunities. Technology can sometimes be frustrating and computers unpredictable but as a team we will succeed. Respect differences, work together, express yourself in the appropriate manner and **ALWAYS bring your positive attitude to class!**

After reading sign and date below: I agree that I have carefully read and understand the course syllabus and classroom rules. I agree to abide by all of the policies and regulations. Please contact Mr. Knott if you have any questions. I look forward to meeting/seeing again parents/guardians and communicating with you through frequent progress reports, conferences and/or phone calls. Please feel free to let me know what I can do to help your student succeed in this course.

Students Signature //

Date

Parent / Guardian Signature //

Date