

OHHS Career and Technology Business, Management and Administration Course Syllabus



Course Name: Microsoft IT Academy II

Course Code: CTO105

Grades: 9, 10, 11, 12

Prerequisites: IT Academy I

Length: One Semester/Half a Credit

Course Fee: None

COURSE DESCRIPTION:

This course is for the intermediate computer user. Students will enhance their computer skills using Microsoft Excel to create advanced spreadsheets, and Access to create and edit databases. A primary goal and point of emphasis is to work toward becoming a Microsoft Office User Specialist in Excel and Access.

TECH PREP CREDITS:

Completion of this course with a grade of "B" or better qualifies for credits from Skagit Valley College.

COURSE RESOURCES:

Software: Microsoft Office

SAM from Cengage.com (online MS Office training tool)

GMetrix

GRADING SCALE:

40% Exams

50% Daily Work (Assignments)

10% Professionalism

Points will be given and a grade based on your percentage of points on units, daily work and tests.

93% & above	A	83-86.99%	B	73-76.99%	C	60-66.9%	D
90-92.99%	A-	80-82.99%	B-	70-72.99%	C-	below 60%	F
87-89.99%	B+	77-79.99%	C+	67-69.99%	D+		

Assessments:

Unit Tests, Certiport MOS Exams

Keyboarding Speed/Improvement

Daily Work:

This grade will be based on completion of SAM and GMetrix activities. These activities are used to help train students on the tools of the software they are using.

Keyboarding Technique:

- Most Important—**Eyes on the book, paper, or your computer screen**—not your fingers when typing
- Feet **flat** on the floor
- Wrists bent and **NOT** resting on the keyboard; Elbows bent and relaxed at your side
- Back straight—sitting up in your chair

Professionalism:

- You will typically earn 2 points a day for coming to class and working in a professional, cooperative, and productive manner. Bonus points are available for exemplary work habits. The following actions will earn your points:
 - On time
 - In uniform, dressed appropriately
 - On task – working on appropriate tasks
 - Respecting others with words and actions – builds others up!
 - Obeying class rules

MAJOR ASSESSMENTS:

SAM exams, GMetrix exams, MOS Certiport Exams, Keyboarding Speed/Improvement

MATERIALS/SUPPLIES:

Computers with internet access – provided in classroom

INSTRUCTIONAL UNITS:

Excel

1. Open a macro-enabled workbook
2. Add document properties
3. Modify document properties
4. Check workbook compatibility
5. Create a new workbook from a template
6. Save a workbook with a new format
7. Save a workbook as macro-enabled
8. Preview all pages in a worksheet before printing
9. Print a worksheet
10. Print a section of a worksheet
11. Reorder worksheets
12. Insert a new worksheet
13. Copy a worksheet within a workbook
14. Fill adjacent cells with formulas
15. AutoFill using formatting only
16. Select the data source for a chart
17. Resize a chart
18. Use absolute cell references
19. Use relative cell references
20. Explode a 3-D pie chart
21. Filter a table
22. Manually position a chart legend
23. Apply formatting using the Quick Analysis tool
24. Use the Quick Analysis tool to add sparklines
25. Zoom a worksheet
26. Add a record to the end of a table
27. Extend the range of a table
28. Resize an image
29. Apply a style to a SmartArt Graphic
30. Use the Quick Analysis tool to create a chart
31. Copy and paste cell contents
32. Italicize text
33. Apply bold formatting to text
34. Change the font size of a chart element
35. Center cell contents
36. Merge cells and center their content
37. Wrap text in a cell
38. Indent cell contents
39. Apply a cell style
40. Apply conditional formatting to a range
41. Edit a conditional formatting rule
42. Create a conditional formatting rule
43. Format a range as a table
44. Delete cells
45. Delete rows
46. Insert a column
47. Modify row height
48. Specify a column width
49. Delete a column
50. Hide columns
51. Insert a cell

52. Insert a row
53. Delete a record from a table
54. Fill a range of cells with a series of labels
55. Sort a table
56. Use Flash Fill to fill a range based on examples
57. Sort a table based on a custom sort order
58. Fill a series based on a growth trend
59. Fill a series based on a linear trend
60. Create a chart in the current worksheet
61. Create a column chart
62. Create a line chart
63. Create a 3-D pie chart
64. Position a chart
65. Insert a recommended chart type
66. Create a sparkline for a range
67. Change a sparkline style
68. Insert a header
69. Add WordArt to a chart
70. Add a header and a footer to a worksheet
71. Apply a theme to a worksheet
72. Add titles to a worksheet
73. Add a picture to the worksheet background
74. Set the print area
75. Insert a page break in a worksheet
76. Scale a worksheet for printing
77. Add a calculated column to a table
78. Create a formula using the SUM function
79. Create a formula using the AVERAGE function
80. Create a formula using the MAX function
81. Create a formula using the MIN function
82. Create a formula using the AVERAGEIF function
83. Create a formula using the COUNTIF function
84. Create a formula using the SUMIF function
85. Name a range
86. Print formulas
87. Set up a cell to validate data
88. Insert subtotals
89. Freeze rows and columns
90. Hide and unhide a worksheet
91. Split a worksheet into panes
92. Insert a chart title
93. Change the layout of a chart
94. Change the position of data labels
95. Change the chart style
96. Change the chart type
97. Switch chart columns and rows
98. Move a chart to a different worksheet
99. Modify chart data labels
100. Change the position of a chart legend
101. Add a total row to a table
102. Convert a table to a range
103. Apply an artistic effect to a picture
104. Change a picture style
105. Modify the shape fill color
106. Modify the shape outline
107. Add markers to a sparkline
108. Find data in a datasheet using the Find command
109. Import text data into an existing table

Access

1. Create a blank database from a template
2. Rename a database object
3. Save and name a database object
4. Print a database object
5. Open a table in Datasheet view
6. Switch to Table Design view
7. Change the Field Size property in Design view
8. Change a field's data type in Datasheet view
9. Navigate to the next record in a datasheet
10. Add a field to a table in Datasheet view
11. Add a caption to a field
12. Add a field to a table in Design view
13. Add a record to a table
14. Add a Total row to a datasheet
15. Change the decimal places property in Design view
16. Clear a filter from a field
17. Create a table in Datasheet view
18. Create a table in Design view
19. Delete a field from a table in Design view
20. Delete a record using a datasheet
21. Enter a record in a datasheet

22. Filter a datasheet using Filter by Form
23. Filter a datasheet using Filter By Selection
24. Import Excel data into an existing table
25. Navigate to the previous record in a datasheet
26. Toggle a filter to redisplay all records
27. Use an AutoFilter to filter a Text field
28. Set a default value for a field
29. Set a validation rule for a field
30. Set validation text for a field
31. Use a wizard to create a field input mask
32. Create a validation rule for a table
33. Set validation text for a rule in a table
34. Import Excel data to create a table
35. Apply the Totals row in a datasheet
36. Create a relationship between two tables
37. Edit a relationship
38. Edit a relationship to cascade record deletions
39. Edit a relationship to cascade field updates
40. Enforce referential integrity in a relationship
41. Add a table to the Relationships window
42. Open the Relationships window
43. Print a Relationships report
44. Add a field to a query
45. Add a sort field to a query
46. Add a Total row to the query design grid
47. Create a query using the Simple Query Wizard
48. Create and run a query using AND criteria
49. Create and run a query using OR criteria
50. Delete a field from a query
51. Enter a condition in a query
52. Hide a field in a query
53. Use a comparison operator in a query
54. Use the LIKE operator in a query
55. Create a multi-table query in Design view
56. Add a sort to a query in Design view
57. Create a Crosstab query
58. Create and run a parameter query
59. Use the Group By operator in a query
60. Use the IN operator in a query condition
61. Create a calculated query field using Zoom
62. Use Expression Builder for a query calculation
63. Create and run a delete query
64. Create and run a make-table query
65. Create and run an append query
66. Create and run an update query
67. Add a caption to a field in a query
68. Open a form in Form view
69. Switch to Form view
70. Navigate to the first record using a form
71. Navigate to the last record using a form
72. Navigate to the next record using a form
73. Add a record using a form
74. Align controls in Form Design view
75. Change the font color of a control in a form
76. Create a split form
77. Find data using a form
78. Navigate to the previous record using a form
79. Print selected records using a form
80. Remove a control layout from a form
81. Create a form using the Form tool
82. Create a form using the Form Wizard
83. Insert an image on a form
84. Add a command button to a form
85. Change the Name property for a form control
86. Set the spacing for controls in a form
87. Set the Record Source property for a form
88. Edit the label control text in a form
89. Set margins for a form control in Design view
90. Add a field to a form in Design view
91. Add a subform to a form
92. Add a tab control to a form in Design view
93. Add a calculated control in Form Design view
94. Add a text box control in Form Design view
95. Add a title to a form
96. Modify tab order in a form
97. Delete a control from a form
98. Add a rectangle to a form in Design view
99. Move a form control
100. Change a form control's tab stop property
101. Manually resize a form control
102. Create a navigation form
103. Add a command button to a form (no wizard)
104. Add a list box control to a form (no wizard)
105. Add an object to a navigation form tab
106. Change a form's caption
107. Change the font size for a form control
108. Change a tab name in a navigation form
109. Apply a theme to a report
110. Change the width of a report
111. Create a report using the Report tool
112. Create a report using the Report Wizard
113. Edit the text in a label control in a report
114. Move a control in a report using the mouse
115. Resize a column in a report in Layout view
116. Resize a control in a report
117. Use conditional formatting in a report

118. View the first page of a report in Print Preview
119. View the next page of a report in Print Preview
120. Use the arrow keys to move a control in a report
121. Add a field to a report in Design view
122. Change the alternate row color in a report
123. Add a sort to a report
124. Bold a report control in Design view
125. Add a subreport to a report in Design view
126. Remove report header/footer sections
127. Align controls in a report
128. Change a report control Format property
129. Add a text box control to a report
130. Add totals to a report
131. Add a grouping level to a report in Design view
132. Back up a database
133. Compact and repair a database
134. Save a database to a different location
135. Encrypt a database
136. Export a database object as an Excel file
137. Export a database object as an XML file
138. Export data to a PDF file
139. Split a database
140. Create an object using an application part
141. Set the form to display when a database opens

OHHS PLAGIARISM POLICY:

Any student, who knowingly turns in any work that has been done by someone other than himself or herself, and fraudulently represents it as his/her own, shall be considered to have cheated. Cheating also includes: aiding someone else in cheating, the use or preparation of written, pictorial, or other materials not authorized by the instructor during a test or assignment, the use of testing materials obtained previous to the test date, or plagiarism of any kind. Students found cheating will also be subject to an office referral, which could result in a suspension. As an effort based school, students who have plagiarized/cheated must still demonstrate their learning. Thus, students will be given the opportunity to complete the work. This will fall under the "Late Work Policy" of the teacher where total possible points may be reduced.

RE-DO POLICY:

OHHS is an effort based school where we believe all students can learn. We also know that students learn at different rates. Thus, we are implementing a re-do policy that recognizes the needs of individual learners.

100% Re-do

- Assessments (with exception of the Final semester exam)
- Key Assignments: Evidence that demonstrates mastery of a standard

Teachers may:

- require completion of supporting assignments prior to re-do opportunities for students to show they can meet the standard.
 - *All unit assignments must be completed and corrected by the student prior to retaking a unit exam.*
- require students to complete re-do of work outside of class time.
 - *All make up work and re-dos/test retakes will be done during Tutoring/Extra Help times listed below.*
- limit the number of re-do opportunities for each assignment.
 - *Students will have 1 re-do/retake opportunity for each test/project.*
- assign zero grades when students choose not to do key assignments and/or assessments to standard.
- have different requirements for late work.
 - *See Late Work Policy below.*

All opportunities for re-do work will come with a deadline as assigned by the teacher.

- *Students will have 1 week from when the original Project/Test was scored and returned to the class to complete re-do work or to retake a test.*

LATE WORK POLICY:

All daily work can be completed up until the day of the Microsoft Certification exam. After that, no credit will be given.

TUTORING AND EXTRA HELP

The computer classroom, room A216, will be open at 7:15 in the morning before school and it will stay open until at least 2:45 pm after school. Students are welcome to come in and type or work on class projects during those hours.

Students needing extra help can come in after school Tuesdays and Wednesdays.

- Students unable to come in after school can make an appointment for before school, during lunch, or other afternoon if available.

The computer classroom will be closed Mondays after school because of teacher meetings.

Instructor: Bill Rodeheffer

Telephone: 360-279-5761

e-mail: brodeheffer@ohsd.net