



Beaver Dam High School Syllabus

Department: Business Education School Year: 2014-2015 Course: Microsoft Excel & Access Grade Level: 9, 10, 11 and 12 Required Materials: Pen/Pencil, Folder		Course Resources: Microsoft Excel 2010 Complete Text Book, Microsoft Access 2010 Complete Text Book, Moodle Prerequisites: None		
Course Description:				
Units Covered: In this course you will learn the basic, core and expert features of Microsoft Excel and basic and core features of Microsoft Access. These features will be taught using a project approach.				
Summative Assessments: <ul style="list-style-type: none"> • Quizzes • Tests 		Formative Assessments: <ul style="list-style-type: none"> • Projects • Worksheets • Participation 		
Courses at BDHS run in a flexible schedule format. See selection to right for this course's format:	<u>One-Term 90</u> <input type="checkbox"/>	<u>Two-Term 90</u> <input checked="" type="checkbox"/>	<u>All-Year 45</u> <input type="checkbox"/>	<u>Other</u> <input type="checkbox"/>
School-wide Grading Procedures: <p>Assessments 85%</p> <ul style="list-style-type: none"> • Formative 30% (of assessment grade) • Summative 70% (of assessment grade) <p>Cumulative Final 15%</p>				
<p><u>Summative Assessments:</u> (this shall constitute 70% of the term grade)</p> <p>Our goal is to assess what the students have learned from what we have taught. Summative assessments reflect the format and content of the formative learning opportunities. Summative assessments must be completed within the assigned assessment window or will result in a reduction of the grade.</p> <p>Make-up Policy for Summative Assessment: The student may redo the summative assessment one time within one week after completing all formative tasks, and necessary additional learning. It is the student's responsibility to advocate for this opportunity and make the necessary arrangements.</p> <p><u>Cumulative Final:</u> At the end of the semester, there will be a cumulative final exam. Students will not be allowed to retake this assessment. This will comprise 15% of the semester grade.</p>				

School-wide Grading Scale:				Contact Information:
A+	98-100	C+	77-79	Teacher Name: Mary Helgemoe Teacher Email: helgemoem@bdusd.org Teacher Phone: 920-885-7520 Ext. 2170 Teacher Website: http://www.beaverdam.k12.wi.us/faculty/helgemoem/ Office Hours: Tuesday & Thursday 7:00 – 7:30am Beaver Dam High School 500 Gould St. Beaver Dam, WI 53916 www.beaverdam.k12.wi.us (920)885-7520
A	93-97	C	73-76	
A-	90-92	C-	70-72	
B+	87-89	D+	67-69	
B	83-86	D	63-66	
B-	80-82	D-	60-62	

Career Education Classroom Expectations

Expectations	Entering & Leaving Classroom	Work Time	Food, Snacks, Cleanliness	Electronics
<i>Responsible</i>	Sign out/in	Stay on task	Leave No Trace All liquids must be in a closed container	Report all problems Last class of the day turns off computers
<i>Respectful</i>	Stay in seats until dismissed	Print only what you need Print school appropriate materials	Push in chair when done	Put away electronic devices Log off when you are done Head phones required Ask teacher permission
<i>Safe</i>	Must have planner to travel No travel first and last 10 minutes of class	Use school-appropriate websites	Student Allergies	Appropriate volume Authorized on-line activity only
<i>On Time</i>	In your seat at the bell	Return to tables when prompted		At the Bell

