



# EXCEL & ACCESS

## Microsoft Excel & Access Class Information

### Classroom Expectations:

- ❖ Check the board daily for any announcements/assignment information.
- ❖ The front board will have listed what we are doing each day.
- ❖ The side board will list the assignments and due dates.
- ❖ All papers will be in the back of the room, you may work ahead if you like, but everyone will be expected to take the tests together on the same day.
- ❖ All paper assignments should be turned into the basket at the back of the room.
- ❖ All work should be saved to your H drive ONLY.
- ❖ Take good care of the new equipment! Report any problems with the computers immediately.
- ❖ Keep your workspace clean and tidy! Clean up around your area at the end of the hour...even if the mess isn't "yours".
- ❖ The chairs are for sitting in ONLY...not for rolling around the room!
- ❖ Do your own work! You are encouraged to work together, but not to copy!



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You are expected to use your computer safely. No games or social media without permission. Be respectful of others. Headphones are required.

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You are expected to act responsibly and to report any damages to the computer equipment!

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**Teacher Contact Info:**

Mrs.  
Helgemoe  
Room 407  
Phone:  
885-7520  
ext. 2170  
Email:  
[Helgemoe@  
BeaverDam.  
k12.wi.us](mailto:Helgemoe@BeaverDam.k12.wi.us)  
Call or email  
anytime ☺

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## Absences:

When you are absent it is **your** responsibility to check with me for missed work. You will need to come to me if you need missing handouts, worksheets, and tests.

- You will be expected to make up a missed test or quiz on the day your return from an absence during this class or a study hall. If the test or quiz is not made up within seven days, your test grade will become a zero.
- If you are having difficulty meeting the due date on any project, talk with me **before** the due date.

## Assignments:

All assignments must be turned in by the end of the school day on the day the assignment is due to be considered on time. I will always accept work from you, but you will lose points for each day the assignment is past due. All completed assignments should be placed in the tray marked for your class at the front of the room. Make sure your name is on all assignments or you will not get credit.

## Moodle:

All assignments and instructions can be found on Moodle for the class. You will upload all of your computer assignments to Moodle for grading. We will set up your Moodle accounts the first week of class.

## MPTC Dual Credit:

With a C or better in both sections of this course you can earn MPTC credits. You must complete the registration form at the beginning of the term.