The Academy Business Information Management Outreach Learning
March 30 – April 3, 2020

Business Information Management **Week of** *March 30-April 3*	
Teacher/Team: If there are any questions, please feel free to email me at: wuerglerr@lpisd.org Link to TEAMS Folder Previous Lessons: 1. Excel Unit Assessment. Link to: Clever.com.	Hey everyone, Below you will find instructions and links to assignments. Each assignment until further notice will be posted on TEAMS but will be completed in part on iCEV just like we did in class. I am available to answer any questions through email. I will respond to all emails within 24 hours. Additionally I will be available Monday-Friday from 10am-2pm to answer any questions "live" in TEAMS chat. We are starting a new unit this week.

Objectives

Objective / I will:
- Understand the use of Microsoft® Access in the workplace.
- Identify the layout of the program window.
- Explore types of database objects.
- Examine database design principles.
- Demonstrate methods of opening and saving databases.

Activities

Student Activities:

Go to TEAMS Folder. Look for the assignment:

1. Open the Microsoft Access Basics Unit 1 in iCEV.
2. Review the Action Plan under the printable resources section.
   -You may follow this action plan if you wish to break up the work throughout the week if you want.
3. Complete all Student notes, Worksheets, and activities available.
4. Use the available resources to complete the Unit Assessment.

Academic/Instructional Support

Schedule: Monday-Friday 8am-3pm	Teacher Support - TEAMS I am available through TEAMS chat and email at wuerglerr@lpisd.org. All emails will be answered within 24 hours regardless of when sent.

Office Hours: Monday-Friday 10am-2pm	

To Be Graded

Assignment for students to submit to TEAMS Folder:
1. Nothing will be turned into TEAMS for this assignment. The completed assignments will be taken and submitted in iCEV.

When is it due? Monday April 6th @ 8am

What assignments will the student submit?
1.Student Notes
2. Student Worksheets
3.Label the Window Activity
4. Unit assessment.

How will it be submitted? Student will submit in iCEV

Electronically, except by individual arrangement.