



# BCIS 1305.881 Business Computer Applications – Online

Course Syllabus: Summer 2023

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*“Northeast Texas Community College exists to provide personal, dynamic learning experiences empowering students to succeed.”*

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| Office Hours | Monday | Tuesday | Wednesday | Thursday | Friday |
|--------------|--------|---------|-----------|----------|--------|
|              | Online | Online  | Online    | Online   | Online |

***This syllabus serves as the documentation for all course policies and requirements, assignments, and instructor/student responsibilities.***

*Information relative to the delivery of the content contained in this syllabus is subject to change. Should that happen, the student will be notified.*

**Course Description:** 3 credit hours.

Lecture/Lab/Clinical: Three hours of class each week.

Introduces and develops foundational skills in applying essential and emerging business productivity information technology tools. The focus of this course is on business productivity software applications, including word processing, spreadsheets, databases, presentation graphics, data analytics, and business-oriented utilization of the internet.

**Prerequisite(s):**

Knowledge of keyboard.

**Student Learning Outcomes:**

1. Describe the fundamentals of information technology concepts – hardware, software, security, and privacy.
2. Demonstrate proper file management techniques to manipulate electronic files and folders in local, network, and online environments.
3. Create business documents with word processing software using spelling and grammar check, format and layout, tables, citations, graphics, and mail merge.
4. Create business documents and analyze data with spreadsheet software using (1) tables, sorting, filtering, charts and graphics, pivot tables, macros; (2) statistical, financial, logical and look-up functions and formulas; and (3) add-ins.
5. Create business multimedia presentations with presentation software using templates, lists, groups, themes, colors, clip art, pictures, tables, transitions, animation, video, charts, and views.

6. Create databases and manage data with database software using tables, fields, relationships, indexes, keys, views, queries, forms, reports, and import/export functions.
7. Integrate business software applications.
8. Use web-based technologies to conduct ethical business research.
9. Use “goal seeking” and “what-if analysis” to solve problems and make adjustments/recommendations in a business environment.

### **Evaluation/Grading Policy:**

All assignments/quizzes/tests/exams are completed individually and submitted electronically through the TestOut links in Blackboard. Final grades are based on a weighted average. Individual Assignment, Quiz, Test, and Exam grades will be posted within 5 days of the posted due date. Please pay careful attention to the due dates. **Late work will NOT be accepted.**

This course adheres to the NTCC Academic Honesty and Ethics statements discussed below. In addition, if a student submits the work of anyone else, they and the other person (if possible) will earn a zero grade on that assignment. If this happens a second time, the student will be dropped immediately from class with a failing grade and a note of academic dishonesty placed on their permanent NTCC record.

### **Assignments (average is weighted 25% of final grade):**

**\*Students can attempt the Challenge Lab Assignments multiple times until the due date. The highest grade prior to the due date will be used for final grade calculation.**

- Microsoft Word: 13 Challenge Labs
- Microsoft Excel: 10 Challenge Labs
- Microsoft PowerPoint: 9 Challenge Labs
- Microsoft Access: 5 Challenge Labs

### **Quizzes (average is weighted 25% of final grade):**

**\*Students can attempt the Applied Lab Quizzes multiple times until the due date. The highest grade prior to the due date will be used for final grade calculation.**

- Microsoft Word: 13 Applied Labs
- Microsoft Excel: 9 Applied Labs
- Microsoft PowerPoint: 9 Applied Labs
- Microsoft Access: 4 Applied Labs

### **Tests (average is weighted 30% of final grade):**

**\*The student's *FIRST* attempt on the Tests prior to the due date will be used for final grade calculation. The tests are timed and limited to 1 hour.**

- Microsoft Word Exam (1 Test)
- Microsoft Excel Exam (1 Test)
- Microsoft PowerPoint Exam (1 Test)
- Microsoft Access Exam (1 Test)

### **Final Exam (weighted 20% of final grade):**

**\*The student's *FIRST* attempt on the Exam prior to the due date will be used for final grade calculation. The Exam is timed and limited to 1 hour.**

- Comprehensive Final Exam (covers Word, Excel, and PowerPoint)

**Final Grades:**

Final grades are based on the weighted average as outlined above. **Your final course grade will be based upon the previously outlined weighted average. There are NO extra credit opportunities. In addition, there are no “retakes” for any assignments, quizzes, tests, or exams.** The scores that you receive on your original submissions will be what is counted toward your final grade. Please understand that I must adhere to this grading policy for all students so exceptions will not be made.

**Required Instructional Materials:**

- TestOut Pro Certified: Microsoft Office® Library  
1-Year License ISBN: 978-1-935080-80-0  
\*\*This is a product code that you will need to access the course materials via the Blackboard links.

**Publisher:**

TestOut

**ISBN Number:** 1-Year License ISBN: 978-1-935080-80-0

***\*\*If you choose to purchase directly from TestOut instead of the college bookstore, please be sure to select the correct course material. The Academic Price Code you would need to reference if purchasing directly from TestOut is 2573-258-AK. You can follow this [link](#) to purchase directly from TestOut – you will need the Academic Price Code: 2573-258-AK and then will need to scroll down to the TestOut Pro Certified: Microsoft Office® Library (see visual below).***



TestOut Pro Certified: Microsoft Office® Library  
1-Year License ISBN: 978-1-935080-80-0

**Optional Instructional Materials:**

None

**Minimum Technology Requirements:**

- Daily high-speed internet access
- Internet Browser
- [Minimum System Requirements](#) for TestOut (please use hyperlink for specific details)

**Required Computer Literacy Skills:**

- Basic computer usage skills
- Email skills

**Course Structure and Overview:**

All online courses require extensive engagement (with other students, the instructor, and the course materials) as well as timely completion of assignments. Items are due weekly, and sometimes each day of the week (see course schedule for specific due dates). Thus, keeping up with the schedule is essential to your success. Your personal schedule must allow you to keep up with the due dates for the readings and other assignments. Late work is **not** allowed in this course, so you must plan your schedule carefully. Although attendance is not the same as a face-to-face course you must “attend” regularly online in order to complete all of the assignments and meet required due dates

All graded assignments are completed using the TestOut software via the Blackboard assignment links. This is not a class to fall behind in, please submit work on time.

Please pay close attention to the grading calculations as outlined in the Evaluation/Grading Policy portion of the course syllabus. Your instructor will adjust grades in the Blackboard gradebook to align with the grading policies (i.e. the highest grade received by the posted due date will be used for all Assignment and Quizzes and the FIRST attempt grade by the posted due date will be used for the Tests and Exams). Students will have the ability to attempt various assignment types in the TestOut environment more than once, but the instructor will follow the grading policies outlined in the course syllabus for the calculation of your final grade.

If a student is repeating this class, please note that you will be required to complete all assignments during the date range of the current course. Previously completed attempts on graded assignments/quizzes/tests/exams in prior semesters will not be transferred to the active course. You must complete all required assignments during the dates of the active course.

### **Communications:**

- **Email:** Please check your NTCC email EVERYDAY. Email is the official form of communication used here at NTCC. All emailed questions to the instructor will be responded to within 24 hours (Monday-Friday), but usually within a few hours when possible. My email address is [lharwell@ntcc.edu](mailto:lharwell@ntcc.edu).
- **Phone:** My office phone number is 903-434-8129, however, if you need immediate assistance, you may call my cell phone at 903-767-0056 (please do not call or text before 8:00 AM or after 9:00 PM). I do not respond to long detailed questions via text message.
- **Announcements:** These can be found in Blackboard under the course link on your Blackboard homepage. Please make sure you are reading any announcements thoroughly when they are posted.

### **Video Recording of Course Activities**

Certain portions of this course may be recorded via video conferencing software to assist students in course material review or later viewing by a student who was not able to attend the live session. The recordings will be made available only to students within the course and will cease to be available upon completion of the course. Students may not retain, reproduce, or share recordings.

### **Institutional/Course Policy:**

**You should check your NTCC email account daily. This email account will be the official form of communication for this course.** Your email address is your first initial + your last name + the last three digits of your SSN. If you do not have a social security number, use the last three digits of your birth year. Your initial password is your birthday in the form of mmddyyyy (Ex: May 8, 1992 would be 05081992). Once you are logged in to the MyEagle portal, you can access your email by clicking on the Gmail icon. A good suggestion is to set up your email on your phone so that you will not miss important messages about the course.

### **Late Work Policy:**

The word “assignments” refers to all work that is submitted via the Blackboard TestOut links or presented in class. Students are to submit assignments on or before the stated due date/time. **Late work is not accepted.**

**Attendance Policy:**

As this is an online course, students are expected to participate regularly and complete all assigned work. Excessive absences (two consecutive weeks of non-participation) *may* result in the student being withdrawn from the course or having their grade average reduced. Attempt will be made to contact you before this happens, but should an emergency arise, you will need to contact your instructor by phone or email should you not be able to meet this requirement. Please see the schedule of classes for the last day to withdraw. Religious Holy Days: please refer to the current Northeast Texas Community College Student Handbook.

**Withdrawal Policy/Date:**

It is your responsibility to drop or withdraw from a course or the college. If you stop attending the course without withdrawing, you will still receive a grade, whether passing or failing.

**Alternate Operations During Campus Closure and/or Alternate Course Delivery Requirements:**

In the event of an emergency or announced campus closure due to a natural disaster or pandemic, it may be necessary for Northeast Texas Community College to move to altered operations. During this time, Northeast Texas Community College may opt to continue delivery of instruction through methods that include, but are not limited to: online through the Blackboard Learning Management System, online conferencing, email messaging, and/or an alternate schedule. It is the responsibility of the student to monitor NTCC's website (<http://www.ntcc.edu/>) for instructions about continuing courses remotely, Blackboard for each class for course-specific communication, and NTCC email for important general information.

Additionally, there may be instances where a course may not be able to be continued in the same delivery format as it originates (face-to-face, fully online, live remote, or hybrid). Should this be the case, every effort will be made to continue instruction in an alternative delivery format. Students will be informed of any changes of this nature through email messaging and/or the Blackboard course site.

**NTCC Academic Honesty/Ethics Statement:**

NTCC upholds the highest standards of academic integrity. The college expects all students to engage in their academic pursuits in an honest manner that is beyond reproach using their intellect and resources designated as allowable by the course instructor. Students are responsible for addressing questions about allowable resources with the course instructor. Academic dishonesty such as cheating, plagiarism, and collusion is unacceptable and may result in disciplinary action. This course will follow the NTCC Academic Honesty and Academic Ethics policies stated in the Student Handbook. Refer to the student handbook for more information on these subjects.

**ADA Statement:**

It is the policy of NTCC to provide reasonable accommodations for qualified individuals who are students with disabilities. This College will adhere to all applicable federal, state, and local laws, regulations, and guidelines with respect to providing reasonable accommodations as required to afford equal educational opportunity. It is the student's responsibility to request accommodations. An appointment can be made with the Academic Advisor/Coordinator of Special Populations located in Student Services and can be reached at 903-434-8264. For more information and to obtain a copy of the Request for Accommodations, please refer to the special populations page on

the NTCC website.

**Family Educational Rights and Privacy Act (FERPA):**

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's educational records. These rights transfer to the student when he or she attends a school beyond the high school level. Students to whom the rights have transferred are considered "eligible students." In essence, a parent has no legal right to obtain information concerning the child's college records without the written consent of the student. In compliance with FERPA, information classified as "directory information" may be released to the general public without the written consent of the student unless the student makes a request in writing. Directory information is defined as: the student's name, permanent address and/or local address, telephone listing, dates of attendance, most recent previous education institution attended, other information including major, field of study, degrees, awards received, and participation in officially recognized activities/sports.

**Tentative Course Timeline:**

See next page

(\*note\* instructor reserves the right to make adjustments to this timeline at any point in the term):  
See Blackboard for detailed assignment instructions

Please WATCH the video under the Start Course Here folder before getting started on the assignments.

\*\*\*Remember, you can attempt the Challenge Labs (Assignments) and Applied Labs (Quizzes) multiple times prior to the due date. The highest grade received prior to the due date on the Assignments and Quizzes will be used for grading purposes.

| PROGRAM     | CHAPTER  | ASSIGNMENT   | ASSIGNMENT TYPE     | DUE DATE            | GRADED ASSIGNMENT |
|-------------|--|--|---------------------|---------------------|-------------------|
| <b>WORD</b> | 2  | Skills Lab (4.2.7) - Create Documents                  | Practice            |                     | No                |
|             | 2  | Challenge Lab (4.2.8) - Create Documents               | Assignment          | 06/11/2023 (Sunday) | Yes               |
|             | 2  | Applied Lab (4.2.10) - Prepare a Business Memo         | Quiz                | 06/11/2023 (Sunday) | Yes               |
|             | 3  | Skills Lab (4.3.4) - Modify Fonts                      | Practice            |                     | No                |
|             | 3  | Challenge Lab (4.3.5) - Modify Fonts                   | Assignment          | 06/11/2023 (Sunday) | Yes               |
|             | 3  | Applied Lab (4.3.7) - Prepare a Resume                 | Quiz                | 06/11/2023 (Sunday) | Yes               |
|             | 4  | Skills Lab (4.4.6) - Format Paragraphs                 | Practice            |                     | No                |
|             | 4  | Challenge Lab (4.4.7) - Format Paragraphs              | Assignment          | 06/11/2023 (Sunday) | Yes               |
|             | 4  | Applied Lab (4.4.9) - Format Research Paper Paragraphs | Quiz                | 06/11/2023 (Sunday) | Yes               |
|             | 5  | Skills Lab (4.5.5) - Format Pages                      | Practice            |                     | No                |
|             | 5  | Challenge Lab (4.5.6) - Format Pages                   | Assignment          | 06/11/2023 (Sunday) | Yes               |
|             | 5  | Applied Lab (4.5.8) - Format a Report Draft            | Quiz                | 06/11/2023 (Sunday) | Yes               |
|             | 6  | Skills Lab (4.6.5) - Edit Documents                    | Practice            |                     | No                |
|             | 6  | Challenge Lab (4.6.6) - Edit Documents                 | Assignment          | 06/11/2023 (Sunday) | Yes               |
|             | 6  | Applied Lab (4.6.8) - Edit an Essay                    | Quiz                | 06/11/2023 (Sunday) | Yes               |
|             | 7  | Skills Lab (4.7.6) - Insert Illustrations              | Practice            |                     | No                |
|             | 7  | Challenge Lab (4.7.7) - Insert Illustrations           | Assignment          | 06/11/2023 (Sunday) | Yes               |
|             | 7  | Applied Lab (4.7.9) - Insert Images for a Poster       | Quiz                | 06/11/2023 (Sunday) | Yes               |
|             | 8  | Skills Lab (4.8.5) - Create and Format Tables          | Practice            |                     | No                |
| 8           | Challenge Lab (4.8.6) - Create and Format Tables       | Assignment   | 06/11/2023 (Sunday) | Yes                 |                   |
| 8           | Applied Lab (4.8.8) - Format a Calendar                | Quiz   | 06/11/2023 (Sunday) | Yes                 |                   |
| 9           | Skills Lab (4.9.5) - Use Themes, Styles, and Templates | Practice   |                     | No                  |                   |

|    |   |            |                     |     |
|----|---|------------|---------------------|-----|
| 9  | Challenge Lab (4.9.6) - Use Themes, Styles, and Templates       | Assignment | 06/11/2023 (Sunday) | Yes |
| 9  | Applied Lab (4.9.8) - Create a Certificate Using a Template     | Quiz       | 06/11/2023 (Sunday) | Yes |
| 10 | Skills Lab (4.10.6) - Manage References                         | Practice   |                     | No  |
| 10 | Challenge Lab (4.10.7) - Manage References                      | Assignment | 06/11/2023 (Sunday) | Yes |
| 10 | Applied Lab (4.10.9) - Manage Essay References                  | Quiz       | 06/11/2023 (Sunday) | Yes |
| 11 | Skills Lab (4.11.6) - Manage Headers, Footers, and Sections     | Practice   |                     | No  |
| 11 | Challenge Lab (4.11.7) - Manage Headers, Footers, and Sections  | Assignment | 06/11/2023 (Sunday) | Yes |
| 11 | Applied Lab (4.11.9) - Format a Research Paper with Sections    | Quiz       | 06/11/2023 (Sunday) | Yes |
| 12 | Skills Lab (4.12.5) - Use Collaboration Features                | Practice   |                     | No  |
| 12 | Challenge Lab (4.12.6) - Use Collaboration Features             | Assignment | 06/11/2023 (Sunday) | Yes |
| 12 | Applied Lab (4.12.8) - Prepare a Business Memo for Distribution | Quiz       | 06/11/2023 (Sunday) | Yes |
| 13 | Skills Lab (10.2.5) - Mail Merge                                | Practice   |                     | No  |
| 13 | Challenge Lab (10.2.6) - Mail Merge                             | Assignment | 06/11/2023 (Sunday) | Yes |
| 13 | Applied Lab (10.2.9) - Create a Label Sheet                     | Quiz       | 06/11/2023 (Sunday) | Yes |
| 14 | Skills Lab (10.3.5) - Use Macros                                | Practice   |                     | No  |
| 14 | Challenge Lab (10.3.6) - Use Macros                             | Assignment | 06/11/2023 (Sunday) | Yes |
| 14 | Applied Lab (10.3.8) - Create a Recital Program                 | Quiz       | 06/11/2023 (Sunday) | Yes |
|    | WORD TEST   | TEST       | 06/12/2023 (MONDAY) | Yes |

See next page



# EXCEL

| PROGRAM | CHAPTER | ASSIGNMENT   | ASSIGNMENT TYPE | DUE DATE            | GRADED ASSIGNMENT |
|---------|---------|--|-----------------|---------------------|-------------------|
|         | 2       | Skills Lab (5.2.6) - Create and Manage Workbooks               | Practice        |                     | No                |
|         | 2       | Challenge Lab (5.2.7) - Create and Manage Workbooks            | Assignment      | 06/18/2023 (Sunday) | Yes               |
|         | 2       | Applied Lab (5.2.9) - Organize Budget Worksheets               | Quiz            | 06/18/2023 (Sunday) | Yes               |
|         | 3       | Skills Lab (5.3.5) - Organize and Enter Data                   | Practice        |                     | No                |
|         | 3       | Challenge Lab (5.3.6) - Organize and Enter Data                | Assignment      | 06/18/2023 (Sunday) | Yes               |
|         | 3       | Applied Lab (5.3.8) - Enter Survey Results Data                | Quiz            | 06/18/2023 (Sunday) | Yes               |
|         | 4       | Skills Lab (5.4.5) - Change Properties and Print Worksheets    | Practice        |                     | No                |
|         | 4       | Challenge Lab (5.4.6) - Change Properties and Print Worksheets | Assignment      | 06/18/2023 (Sunday) | Yes               |
|         | 4       | Applied Lab (5.4.8) - Prepare and Print Sales Data             | Quiz            | 06/18/2023 (Sunday) | Yes               |
|         | 5       | Skills Lab (5.5.6) - Format Cells                              | Practice        |                     | No                |
|         | 5       | Challenge Lab (5.5.7) - Format Cells                           | Assignment      | 06/18/2023 (Sunday) | Yes               |
|         | 5       | Applied Lab (5.5.9) - Camping Equipment Store                  | Quiz            | 06/18/2023 (Sunday) | Yes               |
|         | 6       | Skills Lab (5.6.7) - Enter Simple Formulas                     | Practice        |                     | No                |
|         | 6       | Challenge Lab (5.6.8) - Enter Simple Formulas                  | Assignment      | 06/18/2023 (Sunday) | Yes               |
|         | 6       | Applied Lab (5.6.10) - Cheese Shop                             | Quiz            | 06/18/2023 (Sunday) | Yes               |
|         | 7       | Skills Lab (5.7.8) - Use Advanced Functions                    | Practice        |                     | No                |
|         | 7       | Challenge Lab (5.7.9) - Use Advanced Functions                 | Assignment      | 06/18/2023 (Sunday) | Yes               |
|         | 7       | Applied Lab (5.7.11) - County Fair                             | Quiz            | 06/18/2023 (Sunday) | Yes               |
|         | 8       | Skills Lab (5.8.4) - Display Data in Charts                    | Practice        |                     | No                |
|         | 8       | Challenge Lab (5.8.5) - Display Data in Charts                 | Assignment      | 06/18/2023 (Sunday) | Yes               |
|         | 8       | Applied Lab (5.8.7) - Stock Portfolio                          | Quiz            | 06/18/2023 (Sunday) | Yes               |
|         | 9       | Skills Lab (5.9.6) - Organize Data in Tables                   | Practice        |                     | No                |
|         | 9       | Challenge Lab (5.9.7) - Organize Data in Tables                | Assignment      | 06/18/2023 (Sunday) | Yes               |
|         | 9       | Applied Lab (5.9.9) - Pizza Chain                              | Quiz            | 06/18/2023 (Sunday) | Yes               |
|         | 10      | Skills Lab (5.10.6) - Summarize Complex Data                   | Practice        |                     | No                |
|         | 10      | Challenge Lab (5.10.7) - Summarize Complex Data                | Assignment      | 06/18/2023 (Sunday) | Yes               |
|         | 10      | Applied Lab (5.10.9) - Muffin Café                             | Quiz            | 06/18/2023 (Sunday) | Yes               |
|         | 11      | Skills Lab (9.4.6) - Perform Data Analysis                     | Practice        |                     | No                |
|         | 11      | Challenge Lab (9.4.7) - Perform Data Analysis                  | Assignment      | 06/18/2023 (Sunday) | Yes               |
|         |         | EXCEL TEST   | TEST            | 06/19/2023 (MONDAY) | Yes               |

# PowerPoint

| PROGRAM | CHAPTER | ASSIGNMENT   | ASSIGNMENT TYPE | DUE DATE            | GRADED ASSIGNMENT |
|---------|---------|--|-----------------|---------------------|-------------------|
|         | 2       | Skills Lab (6.2.4) - Create and Manage Presentations           | Practice        |                     | No                |
|         | 2       | Challenge Lab (6.2.5) - Create and Manage Presentations        | Assignment      | 06/25/2023 (Sunday) | Yes               |
|         | 2       | Applied Lab (6.2.7) - Reorganize Presentation Slides           | Quiz            | 06/25/2023 (Sunday) | Yes               |
|         | 3       | Skills Lab (6.3.5) - Format Textual Content                    | Practice        |                     | No                |
|         | 3       | Challenge Lab (6.3.6) - Format Textual Content                 | Assignment      | 06/25/2023 (Sunday) | Yes               |
|         | 3       | Applied Lab (6.3.8) - Format Text for a Sales Presentation     | Quiz            | 06/25/2023 (Sunday) | Yes               |
|         | 4       | Skills Lab (6.4.4) - Design Slides                             | Practice        |                     | No                |
|         | 4       | Challenge Lab (6.4.5) - Design Slides                          | Assignment      | 06/25/2023 (Sunday) | Yes               |
|         | 4       | Applied Lab (6.4.7) - Design a Business Plan Presentation      | Quiz            | 06/25/2023 (Sunday) | Yes               |
|         | 5       | Skills Lab (6.5.5) - Use the Slide Master                      | Practice        |                     | No                |
|         | 5       | Challenge Lab (6.5.6) - Use the Slide Master                   | Assignment      | 06/25/2023 (Sunday) | Yes               |
|         | 5       | Applied Lab (6.5.8) - Create a New Slide Master Layout         | Quiz            | 06/25/2023 (Sunday) | Yes               |
|         | 6       | Skills Lab (6.6.5) - Format SmartArt and Shapes                | Practice        |                     | No                |
|         | 6       | Challenge Lab (6.6.6) - Format SmartArt and Shapes             | Assignment      | 06/25/2023 (Sunday) | Yes               |
|         | 6       | Applied Lab (6.6.8) - Format Elements in a Class Presentation  | Quiz            | 06/25/2023 (Sunday) | Yes               |
|         | 7       | Skills Lab (6.7.4) - Format Tables and Charts                  | Practice        |                     | No                |
|         | 7       | Challenge Lab (6.7.5) - Format Tables and Charts               | Assignment      | 06/25/2023 (Sunday) | Yes               |
|         | 7       | Applied Lab (6.7.7) - Modify a PowerPoint Table                | Quiz            | 06/25/2023 (Sunday) | Yes               |
|         | 8       | Skills Lab (6.8.4) - Format Pictures and Other Media           | Practice        |                     | No                |
|         | 8       | Challenge Lab (6.8.5) - Format Pictures and Other Media        | Assignment      | 06/25/2023 (Sunday) | Yes               |
|         | 8       | Applied Lab (6.8.7) - Format a Class Presentation of Confucius | Quiz            | 06/25/2023 (Sunday) | Yes               |
|         | 9       | Skills Lab (6.9.8) - Apply Animations and Transitions          | Practice        |                     | No                |
|         | 9       | Challenge Lab (6.9.9) - Apply Animations and Transitions       | Assignment      | 06/25/2023 (Sunday) | Yes               |
|         | 9       | Applied Lab (6.9.11) - Add Transitions to a Presentation       | Quiz            | 06/25/2023 (Sunday) | Yes               |

|  |    |   |            |                        |     |
|--|----|---|------------|------------------------|-----|
|  | 10 | Skills Lab (6.10.5) - Deliver Presentations       | Practice   |                        | No  |
|  | 10 | Challenge Lab (6.10.6) - Deliver Presentations    | Assignment | 06/25/2023 (Sunday)    | Yes |
|  | 10 | Applied Lab (6.10.8) - Prepare for a Presentation | Quiz       | 06/25/2023 (Sunday)    | Yes |
|  |    | PowerPoint Test                                   | TEST       | 06/26/2023<br>(MONDAY) | Yes |

| PROGRAM       | CHAPTER | ASSIGNMENT  | ASSIGNMENT TYPE | DUE DATE            | GRADED ASSIGNMENT      |
|---------------|---------|---|-----------------|---------------------|------------------------|
| <b>ACCESS</b> | 2       | Skills Lab (7.2.4) - Managing Databases             | Practice        |                     | No                     |
|               | 2       | Challenge Lab (7.2.5) - Managing Databases          | Assignment      | 07/02/2023 (Sunday) | Yes                    |
|               | 3       | Skills Lab (7.3.7) - Design and Create Tables       | Practice        |                     | No                     |
|               | 3       | Challenge Lab (7.3.8) - Design and Create Tables    | Assignment      | 07/02/2023 (Sunday) | Yes                    |
|               | 3       | Applied Lab (7.3.10) - Creating a Student Database  | Quiz            | 07/02/2023 (Sunday) | Yes                    |
|               | 4       | Skills Lab (7.4.5) - Create Queries                 | Practice        |                     | No                     |
|               | 4       | Challenge Lab (7.4.6) - Create Queries              | Assignment      | 07/02/2023 (Sunday) | Yes                    |
|               | 4       | Applied Lab (7.4.8) - Creating Queries for a School | Quiz            | 07/02/2023 (Sunday) | Yes                    |
|               | 5       | Skills Lab (7.5.4) - Create Forms                   | Practice        |                     | No                     |
|               | 5       | Challenge Lab (7.5.5) - Create Forms                | Assignment      | 07/02/2023 (Sunday) | Yes                    |
|               | 5       | Applied Lab (7.5.7) - Creating Forms for a School   | Quiz            | 07/02/2023 (Sunday) | Yes                    |
|               | 6       | Skills Lab (7.6.5) - Create Reports                 | Practice        |                     | No                     |
|               | 6       | Challenge Lab (7.6.6) - Create Reports              | Assignment      | 07/02/2023 (Sunday) | Yes                    |
|               | 6       | Applied Lab (7.6.8) - Creating Reports for a School | Quiz            | 07/02/2023 (Sunday) | Yes                    |
|               |         |   | Access Test     | TEST                | 07/03/2023<br>(MONDAY) |

|                   |  |      |                           |     |
|-------------------|--|------|---------------------------|-----|
| <b>FINAL EXAM</b> | <b>FINAL EXAM (Comprehensive: Word, Excel, &amp; PowerPoint)</b> | EXAM | 07/05/2023<br>(WEDNESDAY) | YES |
|-------------------|--|------|---------------------------|-----|