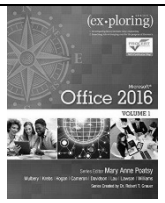
BCIS 1305: Business Computer Applications

Course Syllabus

Semester Fall 2018

Instructor	**Hung Le**		
Contact Information	Office: Rm 228 Katy location Phone: 832-766-0486 E-mail : hung.le8@hccs.edu Course URL: https://eagleonline.hccs.edu/ Learning web: XXXX **ONLINE STUDENTS must complete an online orientation PRIOR to accessing course URL**: (1) http://hccs.edu/online (2) Click on ***Student Support*** under HCC Online Services (3) Click on ***Online Class Orientation*** under Important Information (4) Click on the Semester link of your choice (e.g., Fall 2018, Spring 2019, etc.…) (5) Search for this course by choosing ***Computer Networking and Telecomm*** or by entering the appropriate CRN number (6) Locate the course you have enrolled and click the **Online Orientation** link under the last **ORIENTATION** column		
Office Hours	6:00pm-10:00pm Mondays		
Course Number & Title	BCIS 1305: Business Computer Applications		
Course Reference Number (CRN)	20277 – On-Campus Section XXXXX, XXXXX – Online Sections		
Class Location/Times	**CRN: XXXX: On-campus** Day: Mondays Time: 6pm-10pm Campus: Katy Room: 228 **CRN: XXXX: Online** Delivered via the Internet 1. Orientation: http://hccs.edu/online 2. Course: http://eagleonline.hccs.edu	**Total Course Contact Hours**	64 Hours

Instructional Methods	**On-Campus** with 49% or less web-enhancement **Online** via http://eagleonline.hccs.edu	**Credit**	3.0 hours (2 Lecture/4 Lab)
Course Length (number of weeks)		16 Weeks	
Class Web Page	http://eagleonline.hccs.edu This course is delivered to the student using Eagle Online (educational delivery software) using **Canvas** as the Learning Management System. The Eagle Online website is where you will go to enter our virtual classroom!		
Course Description:	Students will study computer terminology, hardware, and software related to the business environment. The focus of this course is on business productivity software applications and professional behavior in computing, including word processing (as needed), spreadsheets, databases, presentation graphics, and business-oriented utilization of the Internet.		
Course Prerequisite(s)	Must be at college-level skills in reading, writing, and mathematics. **Must be familiar with the basics of word processing and file management (e.g., know how to copy and move files and folders).**		
Students Learning Outcomes (SLOs)	• Describe the fundamentals of Information Technology (IT) infrastructure components: hardware, software, and data communications systems. • Explain the guiding principles of professional behavior in computing. • Demonstrate proper file management techniques to manipulate electronic files and folders in a local and networked environment. • Use business productivity software to manipulate data and find solutions to business problems. • Explain the concepts and terminology used in the operation of application systems in a business environment. • Identify emerging technologies for use in business applications. • Complete projects that integrate business software applications.		
Required Textbook Bundle	 **Exploring Microsoft Office 2016, Volume 1** By Poatsy, Mulbery, Krebs, Hogan, Cameron, Davidson, Lau, Lawson, Williams © 2017 by Pearson Education, Inc. **ISBN 10: 0134563352 *OR* ISBN 13: 9780134563350** **This Textbook bundle includes the following (2) items:** **1. Office 2016 book AND** **2. Required MyLab IT Access Code** ∗ ***In addition to the above, you will need a MyLab IT Course ID which your instructor will provide***		

	This is a **custom bundle** for Houston Community College. Use only one of the above ISBNS to purchase the bundle FROM THE HCC BOOKSTORE, which will automatically include (i) a spiral bound Office textbook, and (ii) the MyLab IT access code. This textbook bundle must be purchased from an HCC bookstore (or directly from the publisher). The textbook can be purchased from the bookstore at approximately $XXX (*though this price may change*). * In addition to the Eagle Online website, students will be accessing an additional website during this course, the MyLab IT website. You will need the **MyLab IT Access Code** found in the book bundle to access MyLab IT. * You may purchase a textbook, or eBook, directly from the publisher. This will include the book and the MyLab IT Access code. * **However**, if you are sharing a textbook, or if you did not purchase your book from HCC (or directly from the publisher), you will STILL BE REQUIRED to purchase the MyLab IT Access Code for approximately $99. More information on this in the second module of our course.
Other Required Materials	In addition to the MyLab IT Access code discussed above, the instructor will supply you with a **MyLab IT Course ID** to enroll in our MyLab IT section. You do NOT need to purchase this course id. The instructor will provide this to you. **MyLab IT Course ID:** uskup75431 *(If MyLab IT COURSE ID is not listed here, check the Announcements and/or main website page once you log into our Eagle Online course)*
Recommended (optional) Materials	
Topics Covered	

Course Content	Module
Working with an Operating System	0
Windows 10 File Management and MyLab IT	1
Office Fundamentals	2
Word	3-6
Excel	7-10
Access	11-14
PowerPoint	15-17
Integrated Project	18
Final Overview	19

Instructor Grading Criteria, Guidelines, and Policies

Grading Criteria

Category	Weight	Points
EO Quizzes	2 %	20
EO Assignments/Project	12%	120
EO Discussions (Class Participation)	10%	100
MyLab IT Simulations	32 %	320
MyLab IT Graders	14 %	140
Exam(s)	30 %	300

Final course grades are determined using a 1000-point system:
A - 900 to 1000 points (90% to 100%)
B - 800 to 899 points (80% to 89.9%)
C - 700 to 799 points (70% to 79.9%)
D - 600 to 699 points (60% to 69.9%)
F - 0 to 599 points (0% to 59.9%)
OR
FX – Failed Due to lack of participation (which can affect financial-aid status)

HCC Grading Scale

Grade	GPA Points
A = 100%-90%	4 points per semester hour
B = 89%-80%	3 points per semester hour
C = 79%-70%	2 points per semester hour
D = 69%-60%	1 points per semester hour
F = 59%-0%	0 points per semester hour
FX (Failed due to lack of participation)	0 points per semester hour
IP (In Progress)	0 points per semester hour
W(Withdrawn)	0 points per semester hour
I (Incomplete)	0 points per semester hour
AUD (Audit)	0 points per semester hour

	IP (In Progress) is given only in certain developmental courses. The student must re-enroll to receive credit. COM (Completed) is given in non-credit and continuing education courses. To compute grade point average (GPA), divide the total grade points by the total number of semester hours attempted. The grades "IP," "COM" and "I" do not affect GPA. Receiving a grade of FX may result in a loss of financial aid.
Course Requirements and Expectations	1. **FLASH DRIVE** A 128MB or larger flash drive is required for on-campus students by the second day of class. We will use this flash drive to store your student data files and assignments. It is **recommended** for online students to use a flash drive for portability and security of their data. 2. **TEXTBOOK** You must purchase the textbook from an HCC bookstore as stated above. In addition, you must obtain the book as soon as possible (first week preferably) or you may fall behind. 3. **OFFICE 365** (Same as Office 2016) You must have **Office 365** software. You may download Word 2016, Excel 2016, PP 2016 and Access 2016 from your HCC email page (you can email your instructor for information on downloading Access 2016). Note: A MAC is sufficient for many of the assignments, but you still need to find a Windows based PC to complete the MyLab IT Grader assignments that require Office 2016. 4. **COURSE WEBSITES** There are two course websites: a) Students will log into Eagle Online (*alternatively referred to as EO or Canvas*) to access this course. **THIS IS OUR CLASS WEBSITE AND YOU MUST CHECK IT AT LEAST BI-WEEKLY**. You may access Eagle Online many ways: • Proceed directly to the Eagle Online (EO) website to access the course in Canvas: http://eagleonline.hccs.edu • Alternatively, navigate to http://hccs.edu/online, under the *Resources* area, select **Eagle Online (Canvas) Log in**. • Lastly, navigate to http://hccs.edu, scroll down to *College Links* (right column at the bottom of the screen), select **Eagle Online (Canvas)**. b) Students will also be required to access the MyLab IT website (further information located in Eagle Online, within module 01): • Books purchased from the HCC bookstore (or publisher) will automatically include MyLab IT access; books purchased elsewhere will not have MyLab IT access. More information can be found below, in the *Instructional Materials* section. • You must have the Chrome browser and Adobe Reader installed. • You must disable pop-up blockers or allow pop-ups from our two sites. • You must have cookies enabled. • We highly recommend updating to the latest o version of whatever browser you are using o Flash plug-in o Windows Media and QuickTime players (if necessary)

5. **ADOBE READER SOFTWARE** is REQUIRED. Go to http://www.adobe.com. More information is available in the first module of our course.

6. STUDENT ATTENDANCE/PARTICIPATION IS MANDATORY

   a. On-Campus students may be withdrawn if the student is absent for more than 12.5% of class. See the Student Handbook for more information.

   b. Online students may be withdrawn before the Official Day of Record if they have not logged in or shown sufficient participation. See the Online Student Handbook for more information.

   c. Contact the instructor if you are having a problem.

   d. If you decide to quit participating in the course *before* the Last Day for Administrative/Student Withdrawals, you may withdraw yourself, or ask the instructor to withdraw you, or in some cases the instructor may withdraw you without your approval if you have not attended and participated. Talk to you instructor for details.

   e. After the withdrawal date deadline, the instructor is not able to withdraw you.

   f. You may receive an **FX** as your grade due to lack of participation if you have not withdrawn yourself. If you receive an FX, you may or may not have to return the financial aid.

   g. Incomplete grades are rarely given.

7. **ACADEMIC DISHONESTY/CHEATING** **Please refer to the student hand book regarding cheating**. Students may ask questions to other students, to me, or to anyone else. This is how we learn, and I encourage it. HOWEVER, all work must be started and completed in its entirety on your own. If it is found that students are sharing the same files, and then making minor changes to submit the work as their own, students will receive a 0 on the assignment and may possibly be removed from the class. **Note: The MyLab IT software will be able to detect if students submit a file that was downloaded from another account.**

8. **MOTIVATION**: You must be **self-motivated** to be responsible for completing work on time, and without constant reminders. This class moves at a fast pace and staying ahead of schedule is the key to remaining on track.

9. ASSIGNMENTS If you are having problems completing course materials on time (by the "Due Date"), chat with the instructor. If you:

   a. Have over scheduled your life (*working 40 hours a week and taking 15-20 credit hours of college instruction),*

   b. Have computer problems (*my computer is broken, and I don't know when it will be fixed),* or

   c. Have not purchased a textbook (*cannot buy one until payday)…*

	DON'T BE SURPRISED if the instructor suggests you should withdraw from the course. In other words, the instructor will expect materials to be submitted by the **"Due Date"**. **10. FINAL EXAM** a. My **On-Campus** class will take the exam on Day, Time, Date in Room# XXX. The final will be CLOSED BOOK and ON-CAMPUS. b. **Online** classes require an on-campus visit. It is scheduled for Friday (Month, Date, XXam to XXpm) and Saturday (Month, Date, XXam to XXpm) at XXXX Campus, Room# XXX. The final will be CLOSED BOOK and ON-CAMPUS. The **Online Final Exam** will cover Word, Excel, and Access. Make sure you know your account and passwords when coming to take the final. c. The exam will be limited to 2 hours unless a student has ADA accommodations. 11. **FINAL EXAM REVIEW** The instructors have provided a final review for you. Completing the final review is essential in achieving success on the final exam. **More information is in the final module of the course.**
Make-up Policy for Exams and Assignments	
Grade Dispute Policy	
Communication with Instructor	The Inbox mail tool from within Canvas/Eagle Online will be the communication tool to compose and view email(s) to your instructor. • **Emails from your instructor will be accessible via Eagle Online Inbox, though you may forward them to your cell phone or other email**. • If you send email directly to me outside of our course website (Eagle Online), then you must put in the proper subject line with the CRN, course name, and your full name in the format: **CRN20277-BCIS 1305 YourLastname, YourFirstname**. Emails received without this information in the subject line will be unanswered.
HCC Resources	**HCC OPEN LABS:** HCC provides computer labs at most campuses. Please contact that campus for more information: http://www.hccs.edu/departments/division-of-instructional-services/institute-for-instructional-engagement--development/open-lab-schedule/ **COMPUTER SCIENCE DEPARTMENT SPECIFIC LABS:** In addition to the HCC labs, our department has computer labs located at Central, Northwest, Southwest, and

	Stafford. These labs are monitored by a lab tech who can answer your questions. Ask your instructor for more information! Links to the tutoring lab schedules will be posted on Eagle Online once it becomes available.
Technical Issues	**1.** **ONLINE STUDENTS:** You must complete the Eagle Online Orientation for this specific course before beginning the course. **2.** **ADEQUATE WINDOWS PC HARDWARE** a. 2 GHz or faster CPU b. 1GB or more of RAM c. GRAPHICS CARD WITH 128 MB OF MEMORY d. 4 GB OF DISK STORAGE SPACE e. AUDIO CAPABILITIES, and f. HIGH SPEED ITERNET ACCESS **3.** **ADEQUATE WINDOWS PC SOFTWARE** a. **OPERATING SYSTEM** Windows XP – SP2, Vista, 7, 8, or 10 b. **FIREFOX AND CHROME WEB BROWSER** **Firefox** (preferred web browser to use for Eagle Online) – free at http://www.mozilla.com **Chrome** (preferred to use for MyLab IT or Eagle Online) – free at https://www.google.com/intl/en/chrome/browser/ 4. **ADMINISTRATOR RIGHTS** You must have **administrator rights** to setup the MyLab IT software and the Office 365 trial. 5. **NETWORK ISSUES** Please note, the network or computer going down the night before an assignment is due is **NOT** a valid excuse. Assignments have ample lead time before the Official Due Dates to allow for these types of situations. Start work early and submit your work early and you should not have a problem. If you have internet or computer problems you must be willing to use other resources, such as the HCC open labs. 6. **MAC USERS** will be able to complete most assignments in our course, including the MyLab IT Simulations. HOWEVER, MAC users *may* experience problems with the MyLab IT Grader Projects as these require Windows Office 2016/365. Some MAC users have had luck using Office for the MAC for some of these graders, but it is not guaranteed. If you are unsure or having trouble completing the grader projects, find a lab or a Windows PC with Office 2016. Note: Office for the MAC is NOT the same as Office 2016/365. 7. **USER IDs** Make sure you keep track of your *two* user ids (one for Eagle Online, and another one you will create for MyLab IT). YOU WILL NEED TO KNOW THESE TWO USER IDS AND PASSWORDS WHEN YOU COME TO TAKE THE FINAL EXAM!! 8. **EAGLE ONLINE USER ID** Your Eagle Online login user ID will be your HCC User ID (sometimes referred to as the "W" number). All HCC students have a unique

	User ID. If you do not know your User ID, you can look it up by visiting the HCC home page. 9. **EAGLE ONLINE TECHNICAL HELP** Go to http://hccs.edu/online and click on **Technical Support** (above the Resources area). It lists the three support methods available: • The recommended way to get support is to complete the form under the **Student Help** link. • Technical Support number: 713-718-5275, option 3 • IT Password Reset number: 713-718-8800, option 1 10. **MyLab IT ONLINE USER ID** All students in this course will need to access the http://www.myitlab.com website to complete most of our assignments. Your instructor will not have access to your MyLab IT account name/password. Make sure and write it down in a safe location. This is a different ID than the W-UserID used for Eagle Online. 11. **MyLab IT TECHNICAL HELP** Go to http://myitlab.com and under Students, click Support. You may also call the Pearson MyLab IT support line for help at (800) 677-6337 Monday through Friday, Noon to 8PM EST 12. **POP UP** **If a pop-up is blocked, you will need to set your pop-up blocker to allow pages from our Eagle Online and MyLab IT sites.** ***The technical requirements section of the orientation will discuss how to allow pop-ups from Eagle Online. Do this before beginning the course as many of the early links in the course are pop-ups!***

HCC System Policies

For detailed information see Student Handbook at http://www.hccs.edu/resources-for/current-students/student-handbook/

For online classes see also the ***Online*** Student Handbook at www.hccs.edu/media/houston-community-college/distance-education/student-services/pdf/HCC-Online-Student-Handbook.pdf

HCC Policy on Class Attendance Policy	Students are expected to attend class meetings on a regular basis and to participate in class and online activities. Students may be withdrawn administratively if they don't meet the State mandated attendance policy. You are responsible for materials covered during your absences. Class attendance is checked daily. Although it is your responsibility to drop a course for nonattendance, the instructor has the authority to drop you for excessive absences. For complete information regarding Houston Community College's policies on attendance, please refer to the HCC Student Handbook.
HCC Policy Statement-- Course Withdrawal	If you feel that you cannot complete this course, you will need to withdraw from the course prior to the final date of ****, 2018 (check HCCS Academic Calendar for any updates). Students must withdraw by the withdrawal deadline in order to receive a "W" on a transcript. Final withdrawal deadlines vary each semester and/or depending

	on class length, please visit the online Academic Calendar, any HCC Registration Office, or any HCC advisor to determine class withdrawal deadlines. Be certain you understand HCC policies about dropping a course and consult with a counselor/advisor to determine if withdrawing is in your best interest. It is your responsibility to withdraw officially from a class and prevent an "F" from appearing on your transcript. Senate Bill 1231 and limits the number of W's a student can have to 6 classes over the course of their entire academic career. This policy is effective for students entering higher education for the first time in fall 2007 and subsequent terms. Withdrawals accumulated at any other Texas public higher education institution count toward the 6 course total. Withdrawals for certain circumstances beyond the students control may not be counted toward the 6-drop limit. In addition, withdrawing from a course may impact your financial aid award or eligibility. Contact the Financial Aid Office or website to learn more about the impact of withdrawing on financial aid. For complete information on HCC Course Withdrawal policy including the three-peat rule refer to the HCC Student Handbook.
HCC Policy Statement: **ADA** **Academic Honesty** **Student attendance** **3-peaters** **Withdrawal deadline**	Access Student Services Policies on their Web site: http://www.hccs.edu/resources-for/current-students/student-handbook/
HCC Policy Statement--Accommodations Due to a Qualified Disability	HCC strives to make all learning experiences as accessible as possible. If you anticipate or experience academic barriers based on your disability (including mental health, chronic or temporary medical conditions), please meet with a campus Abilities Counselor as soon as possible in order to establish reasonable accommodations. Reasonable accommodations are established through an interactive process between you, your instructor(s) and Ability Services. It is the policy and practice of HCC to create inclusive and accessible learning environments consistent with federal and state law. For more information, please go to http://www.hccs.edu/support-services/disability-services/
HCC Policy Discrimination, Sexual Harassment, Sexual Misconduct, Pregnancy and Parental Status	HCC prohibits discrimination in its educational programs or activities on the basis of race, color, national origin, age, religion, disability, sex or gender-including pregnancy or parental status, gender identity, gender expression, sexual orientation, Veteran status or genetic information. Furthermore, HCC prohibits all forms of sexual misconduct, including but not limited to, sexual harassment, rape, sexual assault, sexual exploitation, domestic violence, interpersonal violence, dating violence and stalking. HCC will comply with state and federal laws such Title IX of the Education Amendments of 1972, Title VI and Title VII of the Civil Rights Act, the Americans with Disabilities Act, Section 504 of the Rehabilitation Act of 1973, the Vietnam Era

	Veterans Readjustment and Rights Act, and other similar laws that prohibit discrimination. Any student that requires an academic accommodation due to pregnancy and pregnancy related conditions (i.e., pregnancy, childbirth, false pregnancy, termination of pregnancy, conditions arising in connection with pregnancy, and recovery from any of these conditions) or parental status, should consult with an Abilities Services Counselor to initiate an academic accommodation request. An academic accommodation may include, but is not limited to, receiving a grade of an "I" (Incomplete) on a course, an official withdrawal from a course, voluntarily leave of absence from the program with a conditional return, or the opportunity to resume enrollment at a later time without being subjected to a new admission process. Students may report an incident of discrimination, sexual misconduct, or discrimination based on pregnancy or parental status to the Title IX Coordinator listed below. Individuals may also report incidents online or to any Title IX Contact. Title IX Coordinator James David Cross, Director of EEO/Compliance Office of Institutional Equity 3100 Main, Suite 702 Houston, Texas 77002 713.718.8271 Institutional.equity@hccs.edu For more information and resources related to HCC's non-discrimination policies and Title IX, visit: http://www.hccs.edu/departments/institutional-equity/
HCC Policy Basic Needs	Any student who faces challenges securing their food or housing and believes this may affect their performance in the course is urged to contact the Dean of Students for support. Furthermore, please notify the professor if you are comfortable in doing so. This will enable us to provide any resources that HCC may possess.
HCC Policy Statement—Campus Carry	At HCC the safety of our students, staff, and faculty is our first priority. As of August 1, 2017, Houston Community College is subject to the Campus Carry Law (SB11 2015). For more information, visit the HCC Campus Carry web page at http://www.hccs.edu/departments/police/campus-carry/.
HCC Policy Online and/or Continuing Education Policies	Access HCC Online Policies on their Web site: *All students are responsible for reading and understanding the HCC Online Student Handbook, which contains policies, information about conduct, and other important information. For the HCC Online Student Handbook click on the link below or go to the HCC Online page on the HCC website.* The HCC Online Student Handbook contains policies and procedures unique to the online student. Students should have reviewed the handbook as part of the mandatory orientation. It is the student's responsibility to be familiar with the handbook's

	contents. The handbook contains valuable information, answers, and resources, such as HCC Online contacts, policies and procedures (how to drop, attendance requirements, etc.), student services (ADA, financial aid, degree planning, etc.), course information, testing procedures, technical support, and academic calendars. Refer to the HCC Online Student Handbook by visiting this link: *http://www.hccs.edu/media/houston-community-college/distance-education/student-services/HCC-Online-Student-Handbook.pdf*
HCC Policy Statement— Vaccination against bacterial meningitis	Texas Senate Bill 1107, passed in May 2011, requires that new HCC students and former HCC students returning after an absence of at least one fall or spring semester who are under the age of 22 are required to present a physician-signed certificate showing they have been vaccinated against bacterial meningitis. For more information and the list of exemptions, please visit the HCC page at: http://www.hccs.edu/applying-and-paying/meningitis/
HCC Eagle Early Alert	As your professor, I want you to know that HCC has processes for helping students who are struggling with meeting the demands of a college course. Emergency concerns will be reported promptly. After week three of a 12 or 16-week semester, all concerns that are not resolved after my initial notification to you, will be shared with an appropriate student services staff for further assistance. Reasons for Eagle Early Alert referrals could include any of the following: • Evidence of Academic under-preparedness • Failed Major Test/Assignment • No Online Activities • Incomplete Homework • Missing Material or Textbook • Limited Computer Skills • Excessive Absences/Personal Issues A referral to Eagle Early Alert indicates a concern about you and your progress that needs to be addressed to ensure successful completion of this course. If you are contacted by an Eagle Early Alert staff, or you see an Eagle Early Alert notice in your PeopleSoft "To Do List", please respond to the advisor/counselor, within 24-48 hours. After your visit with the advisor/counselor, please report back to me and share your plan for successful completion of this course.
EGLS3 -- Evaluation for Greater Learning Student Survey System	At Houston Community College, professors believe that thoughtful student feedback is necessary to improve teaching and learning. During a designated time, you will be asked to answer a short online survey of research-based questions related to instruction. The anonymous results of the survey will be made available to your professors and division chairs for continual improvement of instruction. Look for the survey as part of the Houston Community College Student System online near the end of the term.

Test Bank	N/A
Scoring Rubrics	Located within course
Sample Assignments	Located within course
Sample Instructional Methods/Activities	Located within course

Course Calendar

DUE DATE TIMES ARE 11:55pm on the day they are due!

HOLIDAYS & IMPORTANT DATES: http://www.hccs.edu/student-experience/events-calendar/

1. ***EO Discuss*** **are discussions you must complete in Eagle Online**
2. ***EO Assign*** **are assignments you must complete on your PC and upload into Eagle Online**
3. ***EO Quiz*** **are quizzes you must complete in Eagle Online (unlimited attempts)**
4. **MyLab IT Sim/Exam are simulations; Office 2016 is not required on PC for simulations (3 attempts)**
5. **MyLab IT Graders projects ; Office 2016 is required on your PC for Graders (unlimited attempts)**
6. **Some classes will have 3 exams (Word, Excel & Access) while some will have 1 comprehensive Final**
7. **It is highly suggested that you submit assignments PRIOR to the Due Date.**

Wk.	Due Date	Modules	EO Discuss	EO Assign	EO Quiz	MyLab IT Sim/Exam	MyLab IT Grader	Exam
1	Date	Introduction to Course: Module (00SH)	5	20	10			
1	Date	Module (01FM) File Management	5			20		
2	Date	Module (02OF) Office Fundamentals (and MyLab IT_	5				20	
2	Date	Module (03W1) Word Chapter 1	5			20		
3	Date	Module (04W2) Word Chapter 2	5			20	20	
3	Date	Module (05W3) Word Chapter 3	5			20		
4	Date	Module (06W4) Word Chapter 4	5			20	20	
	Date	**Word Exam (Not for Online or 8-week students)**						100
4	Date	Module (07E1) Excel Chapter 1	5			20		
5	Date	Module (08E2) Excel Chapter 2	5			20	20	
6	Date	Module (09E3) Excel Chapter 3	5			20		
7	Date	Module (10E4) Excel Chapter4	5			20	20	
	Date	**Excel Exam (Not for Online or 8-week students)**						**100**
8	Date	Module (11A1) Access Chapter 1	5			20		
9	Date	Module (12A2) Access Chapter 2	5			20	20	
10	Date	Module (13A3) Access Chapter 3	5			20		
11	Date	Module (14A4) Access Chapter 4	5			20	20	
12	Date	Module (15P1) PowerPoint Chapter 1	5			20		
13	Date	Module (16P2) PowerPoint Chapter 2	5			20		
13	Date	Module (17P3) PowerPoint Chapter 3	5			20		
14	Date	Module (18PR) Project	5	100				
15	Date	Module (19FO) Final Overview	5		10			
16	Date	**Final Exam – Access Exam (*Not for Online students*)** **Final Exam for Online Students or some 8-week students (*Will be @ XXX campus including Word, Excel, and Access using MyLab IT)***						**100** **or** **300**
		Total (1000 points) :	100	**120**	**20**	**320**	**140**	**300**