



Business Technology

POFI 1301 – COMPUTER APPLICATIONS I

CRN 56362 – Spring 2018

Introductory Level Course

Instructor contact Information and Preferred Method of Contact	Lisa A. Eason lisa.eason@hccs.edu 713-718-7808 Canvas Inbox (preferred method of contact) Students can expect a response from me within 24 hours.
Office Location and Hours	Office hours are available upon request. Office location and hours <i>Please feel free to contact me concerning any problems that you are experiencing in this course. You do not need to wait until you have received a poor grade before asking for my assistance. Your performance in my class is very important to me. I am available to hear your concerns and just to discuss course topics.</i>
Special Dates	Final Exam: Thursday, May 10th Last Day for Administrative & Student Withdrawals: Tuesday, April 3rd See HCC's website at http://www.hccs.edu/student-experience/events-calendar/academic-calendar/ .
Course Location/Times	Tues / Thurs 5:30 – 7:50 pm
Course Semester Credit Hours (SCH) (lecture, lab) If applicable	Credit Hours: 3.0 Lecture Hours Weekly: 2.0 Lab Hours Weekly: 3.0
Total Course Contact Hours	80.00
Course Length (number of weeks)	16
Type of Instruction	Classroom

Course Description (ACGM)	Overview of computer office applications including current terminology and technology. Introduction to computer hardware, software applications, and procedures. This course is designed to be repeated multiple times to improve student proficiency.
Course Prerequisite(s)	None
Program Learning Outcomes	<ol style="list-style-type: none"> 1. The student will be able to read, listen, speak, and write proficiently. 2. The student will be able to apply keyboarding and document processing skills to specific office applications. 3. The student will be able to use appropriate tools and processes such as records management, accounting fundamentals, and software applications in word processing, spreadsheet, database, and presentations to manage information. 4. The student will be able to apply organizational skills to the management of projects, daily, schedules, multiple tasks, and unexpected interruptions.
Course Student Learning Outcomes (SLOs): 4 to 7	<p>The student will be able to:</p> <ol style="list-style-type: none"> 1. Identify the components of a computer system. 2. Perform common tasks used in applications.
Learning Objectives	<p>Students will:</p> <ol style="list-style-type: none"> 2.1 Demonstrate basic proficiency in commonly used applications. 2.2 Demonstrate proficiency by selecting and using the appropriate application software to solve business problems. 2.3 Demonstrate technical computer based skills needed to prepare documents, presentations, and spreadsheets using Microsoft's Office Suite Software (including, Access, Word, Excel, PowerPoint, and Outlook). 2.4 Demonstrate Internet skills including e-mail management, web research, and document exchange. 2.5 Complete documents under timed production conditions.
Course Calendar	See table at the end of syllabus.
Instructional Methods	<p>POFI 1301 is a required course for certain Business Technology certificates and AAS degrees.</p> <p>As an instructor, I want my students to be successful. I feel that it is my responsibility to provide students with knowledge concerning office technology, modeling good teaching strategies, and organizing and monitoring the field experience that allows students to connect the information that students learn in this course to the real world of education. As a student wanting to learn about office technology, it is student's responsibility to read the textbook, submit assignments on the due dates, study for the exams, participate in activities, and attend class.</p>
Student Assignments	<p>ALL ASSIGNMENTS AND HOMEWORK EXERCISES WILL BE DONE IN MyltLab ALL QUIZZES AND EXAMS WILL BE DONE IN CANVAS</p> <p>Assignments have been developed that will enhance student learning. To better understand a topic, students will be given assignments on key information that you will need to remember for mastery skills related to this course.</p>

Simulation Training

There are 24 Simulation Training exercises. With Simulation Training activities, you can use Learning Aids designed to instruct, demonstration and guide you through the learning process of how to do each exercise. You will have 3 attempts. Your highest score will be recorded by the training software Myltlab.

Simulation Training makes up 20% of your grade.

Simulation Exams

There are 24 Simulation Exam. After each Simulation Training, I recommend that you take the exam. This is not a chapter exam but rather a project exam to assist you in understanding how to complete the tasks without the assistance of the learning aids. You have 3 attempts to take the exam. Your highest score will be recorded by the training software Myltlab. DO NOT click onto the exam until you are ready to take it. Every time you click on the exam, it will be counted as an attempt.

Simulation Exams makes up 20% of your grade.

Homework Exercises

There are 12 homework exercises. They will be submitted and graded through Myltlab.

Homework Exercises makes up 15% of your grade.

Chapter Quizzes

There are 24 chapter quizzes. The chapter quizzes will be made available to you on the last day that the project is due. For Online Students, the Chapter tests are open book. For Face-to-Face Instructions, the tests are closed book.

Chapter Quizzes makes up 10% of your grade.

Discussion Questions

There are 5 Discussion Questions. Some sections may have multiple questions which will require multiple responses. You will not be able to view other students' posts until after you have submitted your post. You are required to respond to at least two other students' posts.

Discussion Questions makes up 10% of your grade.

Final Exam

The Final Exam will consist of two parts. Part One will consist of 50 questions worth 1 point each. They will cover all of the seven (7) modules. Part Two will be an assigned assignment administered the day of the final.

Final Exam makes up 25% of your grade.

Student Assessment(s)	Simulation Training Exercises	20%
	Simulation Exams/Production	20%
	Homework Exercises	15%
	Discussion Questions	10%
	Chapter Quizzes	10%
	Final Exam	25%

Instructor's Requirements

As an Instructor, it is my responsibility to:

1. Provide the grading scale and detailed grading formula explaining how student grades are to be derived
2. Facilitate an effective learning environment through class activities, discussions, and lectures
3. Provide descriptive instructions and rubrics for any special projects or assignments
4. Inform students of policies such as attendance, withdrawal, tardiness and make up
5. Provide the course outline and class calendar which will include a description of any special projects or assignments
6. Arrange to meet with individual students before and after class as required

I want my students to be successful. It is my responsibility to provide you with the best knowledge of advanced computer software utilization and strategies. Please feel free to contact me concerning any problems that you are experiencing in this course. You do not need to wait until you have received a poor grade before asking for my assistance. Your performance in my class is very important to me. I am available to hear your concerns and to discuss course topics.

To be successful in this class, it is the student's responsibility to:

1. Attend class and participate in class activities
2. Read and comprehend the textbook
3. Complete the required assignments and exams on time:
4. Ask for help when there is a question or problem
5. Complete the field study with a 70% passing score

Program/Discipline Requirements

Business Technology is determined to prepare students with the knowledge and skills needed to succeed in today's dynamic work environment. Students in Computer Applications I must be able to budget their time and perform class-related activities as assigned on a weekly basis. Opportunities are provided for students to recognize the important role personal qualities play in the office environment and activities have been enhanced to help students develop the attitudes and interpersonal skills that are in demand by employers.

Degree Plan

Students are encouraged to file a degree plan with a Counselor or the Business Technology Department for the certificate and/or degree plan. Please ask your instructor for Degree Plan information or contact the Business Technology Department for information about filing a degree plan.

Virtual Career Center

The Virtual Career Center assist HCC Students and Alumni with career planning, assessments, and job search and soft- skills training. Orientations and registration are available at all College Campuses.

<http://www.hccs.edu/district/students/career-planning/>

International Students

Contact the International Student Office at 713-718-8520 if you have questions about your visa status.

Academic Dishonesty

You are expected to be familiar with the College's Policy on Academic Honesty, found in the catalog and student handbook. Students are responsible for conducting themselves with honor and integrity in fulfilling course requirements. Penalties and/or disciplinary proceedings may be initiated by College System officials against a student accused of scholastic dishonesty. "Scholastic dishonesty": includes, but is not limited to, cheating on a test, plagiarism, and collusion.

Cheating on a test includes:

- a. Copying from another students' test paper;
- b. Using materials not authorized by the person giving the test;
- c. Collaborating with another student during a test without authorization;
- d. Knowingly using, buying, selling, stealing, transporting, or soliciting in whole or part the contents of a test that has not been administered;
- e. Bribing another person to obtain a test that is to be administered

Plagiarism means the appropriation of another's work and the unacknowledged incorporation of that work in one's own written work offered for credit.

Collusion mean the unauthorized collaboration with another person in preparing written work offered for credit. Possible punishments for academic dishonesty may include a grade of 0 or F in the particular assignment, failure in the course, and/or recommendation for probation or dismissal from the College System. (See the Student Handbook).

Academic dishonesty can result in a grade of **F** or **0** for the particular test or assignment involved, dropped, and/or expelled from HCCS. Please refer to the HCCS Distance Education Student Handbook for further information regarding Academic Dishonesty.

Early Alert

HCC has instituted an Early Alert process by which your professor may alert you and campus Advisor that you might fail a class because of excessive absences and/or poor academic performance.

To help you avoid having to drop/withdraw from any class, contact your professor regarding your academic performance. You may also want to contact your campus Advisor to learn about helpful HCC resources (e.g. online tutoring, child care, financial aid, job placement, etc.).

Students should check HCC's Academic Calendar by Term for drop/withdrawal dates and deadlines.

If a student decides to drop or withdraw from a class upon careful review of other options, the student can drop online prior to the deadline through their HCC Student Service Center:

<https://hccsaweb.hccs.edu:8080/psp/csprd/?cmd=login&languageCd=ENG>

Classes of other duration (mini-term, flex-entry, 8-weeks, etc.) may have different final withdrawal deadlines. Please contact the HCC Registrar's Office at 713.718.8500 to determine mini-term class withdrawal deadlines.

HCC Grading Scale:

The HCC grading scale is:

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 point per semester hour
59 and below = F	0 points per semester hour
FX (Failure due to non-attendance)	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", "W", "AUD", "COM" and "I" do not affect GPA.

Incompletes

The grade of "I" (Incomplete) is conditional. A student receiving an "I" must arrange with the instructor to complete the course work within six months of the end of the incomplete term. After the deadline, the "I" becomes an "F." Upon completion of the coursework, the grade will be entered as I/grade on the student transcript. All "I"s must be changed to grades prior to graduation.

Instructor Grading Criteria

Your instructor will conduct exercises, exams, and assessments that you can use to determine how successful you are at achieving the course learning outcomes (mastery of course content and skills) outlined in the syllabus. If you find you are not mastering the material and skills, you are encouraged to reflect on how you study and prepare for each class. Your instructor welcomes a dialogue on what you discover and may be able to assist you in finding resources on campus that will improve your performance.

Simulation Training Exercises	20% of your final grade
Simulation Exams/Production	20% of your final grade
Homework Exercises	15% of your final grade
Discussion Questions	10% of your final grade
Chapter Tests	10% of your final grade
Final Exam	25% of your final grade
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TOTAL	100%

Late Assignments

Students are expected to adhere to the weekly schedule of assignments printed in the course syllabus.

Make-Up Test Policy

Students are expected to adhere to the weekly schedule of assignments and tests printed in the syllabus. Arrangements must be made to take a make-up test at a date and time convenient for both student and instructor.

**Instructional
Materials**

1. ***GO! With Microsoft Office Introductory Bundle***, 3rd Edition, Gaskin/Ferrett/Vargas/McLellan, Publisher: Prentice Hall-Pearson-ISBN 0558248713
2. 1.0 GB or greater USB Flash Drive
3. Earbuds or Headphones

**HCC Policy
Statement:**

ADA, Academic Honesty, Student attendance, 3-peater, Withdrawal Deadline

Access Student Services Policies on their Web site:

<http://www.hccs.edu/district/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/district/students/disability-services/>

**HCC Policy
Statement:**

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.

**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/district/departments/police/campus-carry/>

**HCC Policy
Statement:**

Sexual Misconduct

Houston Community College is committed to cultivating an environment free from inappropriate conduct of a sexual or gender-based nature including sex discrimination, sexual assault, sexual harassment, and sexual violence. Sex discrimination includes all forms of sexual and gender-based misconduct and violates an individual's fundamental rights and personal dignity. Title IX prohibits discrimination on the basis of sex-including pregnancy and parental status-in educational programs and activities. If you require an accommodation due to pregnancy please contact an Abilities Services Counselor. The Director of EEO/Compliance is designated as the Title IX Coordinator and Section 504 Coordinator. All inquiries concerning HCC policies, compliance with applicable laws, statutes, and regulations (such as Title VI, Title IX, and Section 504), and complaints may be directed to:

David Cross
Director EEO/Compliance
Office of Institutional Equity & Diversity
3100 Main
(713) 718-8271
Houston, TX 77266-7517 or Institutional.Equity@hccs.edu

HCC 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>

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.

NOTE TO STUDENT

If you have any questions or concerns about the course and/or course assignments, please come to me so that we can resolve any issues. If your concerns are not resolved, you are encouraged to meet with my supervisor, Ms. Willie Caldwell, Faculty Division Chair, at 713-718-7807 or Room N109 Scarcella Building, Stafford Campus.

This syllabus is subject to change at the discretion of the instructor to accommodate instructional and/or student needs.

**16 WEEK COURSE CALENDAR
POFI 1301 Computer Application I
WEEKLY SCHEDULE OF ASSIGNMENTS**

**ALL ASSIGNMENTS AND HOMEWORK EXERCISES WILL BE DONE IN MyltLab
ALL QUIZZES AND EXAMS WILL BE DONE IN CANVAS**

WEEK	TEXTBOOK CHAPTERS Microsoft Office 2016 GO! With Microsoft Office 2016 Volume 1 (Word, Excel, Access, PowerPoint)	
Introduction, Syllabus and Class Expectations		
Windows 10		
1 1/16-1/22	Windows 10 Project 1A Windows 10 Project 1B Chapter Review	<p>Getting to Know Windows 10 Task 1-Explore the Windows 10 Environment; Task 2- Use File Explorer and Desktop Apps to Create a New Folder and Save a File; Task 3-Identify the Functions of the Windows 10 Operating System; Task 4-Discover Windows 10 Features; Task 5-Sign Out of Windows 10, Turn Off Your Computer and Manage User Accounts; Task 6- Manage Your Windows 10 System</p> <p>Simulation Training and Project Test</p> <p>Managing Files and Folders Task 7-Download and Extract Files and Folders; Task 8-Use File Explorer to Display Locations, Folders, and Files; Task 9- Start Programs and Open Data Files; Task 10-Create, Rename, and Copy Files and Folders; Task 11- Use OneDrive as Cloud Storage</p> <p>Project 1D Working with Windows, Programs, and Files – Page 83-85</p> <p>Project Test</p>
Office 2016		
2 1/22- 1/29	Office 2016 Project 1A Office 2016 Project 1B	<p>Note Form Task 1-Explore Microsoft Office 2016; Task 2-Enter, Edit, and Check the Spelling of Text in an Office 2016 Program; Task 3-Perform Commands from a Dialog Box; Task 4-Create a Folder and Name and Save a File; Task 5-Insert a Footer, Add Document Properties, Print a File, and Close a Desktop App</p> <p>Project Test</p> <p>Memo Task 6-Open an Existing File and Save it with a New Name; Task 7-Sign in to Office and Explore Options for a Microsoft Office Desktop App; Task 8- Perform Commands from the Ribbon and Quick Access Toolbar; Task 9-Apply Formatting in Office Programs and Inspect Documents; Task 10-Compress Files and Get Help with Office; Task 11-Install Apps for Office and Create a Microsoft Account</p> <p>Project Test</p>

Word 2016		
<p>3 1/29-2/5</p>	<p>Word 1 Project 1A</p> <p>Word 1 Project 1B</p> <p>Assignments</p>	<p>Creating Documents with Microsoft Word 2016</p> <p>Flyer Task 1-Create a New Document and Insert Text; Task 2-Insert and Format Graphics; Task 3-Insert and Modify Text Boxes and Shapes; Task 4-Preview and Print a Document.</p> <p>Simulation Training and Exam.</p> <p>*Project Test</p> <p>Information Handout Task 5-Change Document and Paragraph Layout; Task 6-Create and Modify Lists; Task 7-Set and Modify Tab Stops; Task 8-Insert a SmartArt Graphic and an Online Video</p> <p>Simulation Training and Exam.</p> <p>Homework Assignment: WD Ch1 Grader Project 1A: Flyer</p> <p>*Project Test</p>
<p>4 2/5 – 2/12</p>	<p>Word 2 Project 2A</p> <p>Word 2 Project 2B</p> <p>Assignments</p>	<p>Creating Cover Letters and Using Tables to Create Resumes</p> <p>Resume Task 1-Create a Table; Task 2-Format a Table; Task 3-Present a Word Document Online</p> <p>Simulation Training and Exam.</p> <p>*Project Test</p> <p>Cover Letter and Envelope Task 4-Create a Custom Word Template; Task 5-Correct and Reorganize Text; Task 6-Use the Proofing Options and Print an Envelope</p> <p>Simulation Training and Exam.</p> <p>Homework Assignment: WD Ch2 Grader Project 2A: Resume Homework Assignment: WD Ch2 Grader Project 2B: Cover letter</p> <p>*Project Test</p>
<p>5 2/12 – 2/18</p>	<p>Word 3 Project 3A</p>	<p>Creating Research Papers, Newsletters, and Merged Mailing Labels</p> <p>Research Paper Task 1-Create a Research Paper; Task 2-Insert Footnotes in a Research Paper; Task 3-Create Citations and a Bibliography in a Research Paper; Task 4-Use Read Mode and PDF Reflow</p> <p>Simulation Training and Exam Project Quiz.</p>

	<p>Word 3 Project 3B</p> <p>Assignments</p>	<p>Newsletter with Optional Mailing Labels Task 5-Format a Multiple-Column Newsletter; Task 6-Use Special Character and Paragraph Formatting; Task 7-Create Mailing Labels Using Mail Merge</p> <p>Simulation Training and Exam.</p> <p>*Project Test</p> <p>Homework Assignment: WD Ch3 Grader Project 3G: Newsletter and Research Paper</p> <p>*Project Test</p>
Excel 2016		
<p>6 2/18- 2/26</p>	<p>Excel 1 Project 1A</p> <p>Excel 1 Project 1B</p> <p>Assignments</p>	<p>Creating a Worksheet and Charting Data Sales Report with Embedded Column Chart and Sparklines Task 1-Create, Save, and Navigate an Excel Workbook; Task 2-Enter Data in a Worksheet; Task 3-Construct and Copy Formulas and Use the SUM Function; Task 4-Format Cells with Merge & Center, Cell Styles, and Themes; Task 5-Chart Data to Create a Column Chart and Insert Sparklines; Task 6-Print a Worksheet, Display Formulas, and Close Excel</p> <p>Simulation Training and Exam.</p> <p>*Project Test</p> <p>Inventory Valuation Task 7-Check Spelling in a Worksheet; Task 8-Enter Data by Range; Task 9-Construct Formulas for Mathematical Operations; Task 10-Edit Values in a Worksheet; Task 11-Format a Worksheet</p> <p>Simulation Training and Exam.</p> <p>Homework Assignment: XL Ch1 Grader Project 1A: Quarterly Sales</p> <p>*Project Test</p>
<p>7 2/26-3/5</p>	<p>Excel 2 Project 2A</p>	<p>Using Functions, Creating Tables, and Managing Large Workbooks Inventory Status Report Task 1-Use Flash Fill and the SUM, AVERAGE, MEDIAN, MIN, and MAX Functions; Task 2-Move Data, Resolve Error Messages, and Rotate Text; Task 3-Use COUNTIF and IF Functions and Apply Conditional Formatting; Task 4-Use Date & Time Functions and Freeze Panes; Task 5-Create, Sort, and Filter an Excel Table; Task 6-View, Format, and Print a Large Worksheet</p> <p>Simulation Training and Exam.</p> <p>*Project Test</p>

	<p>Excel 2 Project 2B</p> <p>Assignments</p>	<p>Weekly Sales Summary Task 7-Navigate a Workbook and Rename Worksheets; Task 8-Enter Dates, Clear Contents, and Clear Formats; Task 9-Copy and Paste by Using the Paste Options Gallery; Task 10-Edit and Format Multiple Worksheets at the Same Time; Task 11-Create a Summary Sheet with Colum Sparklines; Task 12-Format and Print Multiple Worksheets in a Workbook</p> <p>Simulation Training and Exam.</p> <p>Homework Assignment: XL Ch2 Grader Project 2B: Weekly Sales</p> <p>*Project Test</p>
<p>8 3/5-3/12</p>	<p>Excel 3 Project 3A</p> <p>Excel 3 Project 3B</p> <p>Assignments</p>	<p>Analyzing Data with Pie Charts, Line Charts, and What-If Analysis Tools Enterprise Fund Pie Chart Task 1-Chart Data with a Pie Chart; Task 2-Format a Pie Chart; Task 3-Edit a Workbook and Update a Chart; Task 4-Use Goal Seek to Perform What-If Analysis</p> <p>Simulation Training and Exam.</p> <p>*Project Test</p> <p>Tourism Spending Projection with Line Chart Task 5-Design a Worksheet for What-If Analysis; Task 6-Answer What-If Questions by Changing Values in a Worksheet; Task 7-Chart Data with a Line Chart</p> <p>Simulation Training and Exam.</p> <p>Homework Assignment: XL Ch3 Grader Project 3A: Enterprise Fund</p> <p>*Project Test</p>
Access 2016		
<p>9 Spring Break 3/12- 3/26</p>	<p>Access 1 Project 1A</p> <p>Access 1 Project 1B</p>	<p>Student Advising Database with Two Tables Task 1-Identify Good Database Design; Task 2-Create a Table and Define Fields in a Blank Desktop Database; Task 3-Change the Structure of Tables and Add a Second Table; Task 4-Create a Query, Form, and Report; Task 5-Close a Database and Close Access</p> <p>Simulation Training and Exam.</p> <p>*Project Test</p> <p>Student Workshops Database Task 6-Use a Template to Create a Database; Task 7-Organize Objects in the Navigation Pane; Task 8-Create a New Table in a Database Created with a Template; Task 9-Print a Report and a Table</p>

	Assignments	<p>Simulation Training and Exam.</p> <p>Homework Assignment: AC Ch1 Grader Project 1B: Student Workshops Database</p> <p>Project Test</p>
10 3/26-4/2	<p>Access 2 Project 2A</p> <p>Access 2 Project 2B</p> <p>Assignments</p>	<p style="text-align: center;">Sort and Query a Database</p> <p>Instructors and Courses Database Task 1-Open and Save an Existing Database; Task 2-Create Table Relationships; Task 3-Sort Records in a Table; Task 4-Create a Query in Design View; Task 5-Create a New Query from an Existing Query; Task 6-Sort Query Results; Task 7-Specify Criteria in a Query</p> <p>Simulation Training and Exam.</p> <p>*Project Test</p> <p>Athletic Scholarships Database Task 8-Specific Numeric Criteria in a Query; Task 9-Use Compound Criteria in a Query; Task 10-Create a Query Based on More Than One Table; Task 11-Use Wildcards in a Query; Task 12-Create Calculated Fields in a Query; Task 13-Calculate Statistics and Group Data in a Query; Task 14-Create a Crosstab Query; Task 15-Create a Parameter Query</p> <p>Simulation Training and Exam.</p> <p>Homework Assignment: AC Ch2 Grader Project 2E: Biology Supplies</p> <p>Project Test</p>
11 4/2 – 4/9	<p>Access 3 Project 3A</p> <p>Access 3 Project 3B</p>	<p style="text-align: center;">Forms, Filters, and Reports</p> <p>Students and Majors Database Task 1-Create and Use a Form to Add and Delete Records; Task 2-Filter Records; Task 3-Create a Form by Using the Form Wizard; Task 4-Modify a Form in Layout View and in Design View</p> <p>Simulation Training and Exam.</p> <p>*Project Test</p> <p>Job Openings Database Task 5-Create a Report by Using the Report Tool and Modify the Report in Layout View; Task 6-Create a Report by Using the Report Wizard; Task 7-Modify the Design of a Report; Task 8-Keep Grouped Data Together in a Printed Report</p> <p>Simulation Training and Exam.</p>

	Assignments	Homework Assignment: AC Ch3 Grader Project 3B: Job Openings Database Project Test
PowerPoint 2016		
12 4/9 – 4/16	PowerPoint 1 Project 1A PowerPoint 1 Project 1B Assignments	Company Overview Task 1-Create a New Presentation; Task 2-Edit a Presentation in Normal View; Task 3-Add Pictures to a Presentation; Task 4-Print and View a Presentation Simulation Training and Exam. *Project Test Itinerary Presentation Task 5-Edit an Existing Presentation; Task 6-Format a Presentation; Task 7- Use Slide Sorter View; Task 8-Apply Slide Transitions Simulation Training and Exam. Homework Assignment: PPT Ch1 Grader Project 1A: Company Overview Project Test
13 4/16 - 4/23 Holiday	PowerPoint 2 Project 2A PowerPoint 2 Project 2B Assignments	Formatting PowerPoint Presentation Employee Training Presentation Task 1-Format Numbered and Bulleted Lists; Task 2-Insert Online Pictures; Task 3-Insert Text Boxes and Shapes; Task 4-Format Objects Simulation Training and Exam. *Project Test Event Announcement Task 5-Remove Picture Backgrounds and Insert WordArt; Task 6-Create and Format a SmartArt Graphic Simulation Training and Exam. Homework Assignment: PPT Ch2 Grader Project 2B: Event Announcement Project Test
14 4/23 – 4/30	PowerPoint 3 Project 3A	Enhancing a Presentation with Animation, Video, Tables, and Charts Informational Presentation Task 1-Customize Slide Backgrounds and Themes; Task 2-Animate a Slide Show; Task 3-Insert a Video Simulation Training and Exam.

	<p>PowerPoint 3 Project 3B</p> <p>Assignments</p>	<p>*Project Test</p> <p>Summary and Analysis Presentation Task 4-Create and Modify Tables; Task 5-Create and Modify Charts</p> <p>Simulation Training and Exam.</p> <p>Homework Assignment: PPT Ch3 Grader Project 3B: Enrollment Project Test</p>
<p>15 4/30 – 5/7</p>	<p>Make up Week / Review</p>	
<p>16 5/7 – 5/10</p>	<p>Final Exam May 10, 2018</p>	