Microsoft Office Professional 1
CSP 1203-01
Spring 2013
January 14, 2013 - May 10, 2013
Monday & Wednesday, 1:00 - 1:50 pm Lecture
2:00 - 2:50 pm - Lab
Room A-212

Professor: Mr. Chris Jauch
Office: A-326
Phone: 815.224.0334
Email: Chris_Jauch@ivcc.edu

COURSE DESCRIPTION:
Students will gain basic hands-on experience using the integrated programs of Microsoft Office 2010. This course is designed to use the basic features of Word, Excel, Access, and PowerPoint, and to integrate data between the applications. Lecture, 2 hours per week; lab, 2 hours per week.

PREREQUISITE: None (however, it is strongly recommended that you have already taken CSP-1230 Beginning Keyboarding, CSP-1206 Computer Skills or have equivalent skills.)

REQUIRED TEXTBOOK:

ADDITIONAL MATERIALS AND EQUIPMENT
Students will need to have access to a computer with Microsoft Office 2010 Professional (Word, Excel, Access, and PowerPoint), web and IVCC Student email access. Students will need to supply their own media to store their working and finished student files. It is recommended you have a USB Flash drive and regularly back that up on your home computer. During the duration of the course it is strongly recommended that each student keep a copy of all their work. There are student data files that accompany the Office 2010 textbook. These files can be accessed via the Internet at the Companion Web Site: www.pearsonhighered.com/go. You might want to copy the data files to your USB drive so you always have them with you.

MYITLAB AND BLACKBOARD
This course utilizes both Blackboard and MyITLab. Both of these are computer based platforms used for the student to interact with the course. Quizzes and examinations are taken in Blackboard while Chapter homework assignments are submitted in MyITLab. Both of these programs grade the material students submit. While they both do a good job at grading, at times there can be errors. If you feel you may not have been graded correctly, notify me and I can check this out. You can see the material you submit to MyITLab grader and see what is counted wrong. If it appears you did
the material as instructed, let me know and I can check this out. You will need an access code to
register in MyITLab. The MyITLab access code is purchased at the IVCC Bookstore with your
textbook packet. You will also need the course number information and that can be found below. You
won't need to use this until Week 3 of this course, however registering early allows you access to
the PowerPoint presentations for each textbook chapter. The code is valid for 1 semester. This
code is how you register on the Pearson MyITLab web site for your weekly assignments. IVCC
strongly recommends that you use Internet Explorer Browser 8 or higher for this portion of the
course. IVCC has found that this browser is more stable while using the MyITLab. This is a free
download. MyITLab will not operate in other web browsers such as Firefox, Safari or Chrome.

Logging into MyITLab: Open Internet Explorer. In the URL, type http://myitlab.com to get to the
MyITLab home page. At the MyITLab home page, go to the “For Students” section found in the
lower left of the web page. This provides you with several links containing tutorials for preparing
your home computer for using MyITLab. After doing this, you will go to the “Register” section
found on the right side of the page in the center. You will need the following information to
register. When registering, use your IVCC Student email address for your email and username.
Make sure you write down your password and I have no access to reset this. If you have any trouble
with your username and password after registering, you will have to utilize the Pearson MyITLab
Help Desk. You will also need the following access code to enroll in my class.

Use this code to “Enroll” in my Spring 2013 course for MyITLab: CRSABCS-460032

Blackboard: You will use Blackboard to receive important documents from the instructor and other
support documentation. Your instructor will enter your homework grades in the Blackboard Grade
Book. IVCC highly recommends that you utilize the Mozilla Firefox browser instead of Internet
Explorer or Safari to access Blackboard for this portion of the course. If you do not have Firefox
installed on your computer, you can download version 9 (other versions are not as stable) via the
IVCC website. After installing Firefox, start the program and type the following URL into the
address bar: https://ivcc.blackboard.com/webapps/login This will get you to the logon screen for
IVCC's Blackboard. You can also access the Blackboard login screen by going to the IVCC main page
and clicking on the link for Blackboard under the “IVCC Students” section.

OFFICE HOURS:
My office is located on the Main Campus, A-326. My office hours for the Spring 2013 semester will
be posted on my Faculty Web Page. If these times are not convenient, Students may contact me via
email at Chris_Jauch@ivcc.edu, and we can make other arrangements. I am on the campus several
days of the week, so email me and we can make arrangements if necessary.

METHOD OF EVALUATION:
1. Classroom Participation
2. Homework in MyITLab
3. Chapter quizzes
4. Lab Participation and Assignments
5. Written Examinations
ASSIGNMENTS:

Weekly Homework: You will have homework assignments for each Chapter in MyITLab. Complete your weekly assignments in the order listed in that week's task list. You will submit these assignments and MyITLab will grade them. We will go through the first one in class so you are familiar with the method for downloading, submitting and checking your grade. You will be moving between Blackboard, MyITLab and your personal computer each week to complete your work.

Failure to submit an assignment will result in zero points. Late assignments will result in the automatic deduction of points. All homework is due to either MyITLab or Blackboard by 11:59pm on the due date unless you and I have specifically arranged for a different due date. Do not wait until the last minute to submit your assignments. Earlier submissions allow you to deal with any technology problems, if they arise. It is not unusual for Blackboard and/or MyITLab to experience downtime. While scheduled downtime is posted in advance, there have been emergency outages that can impact your submissions.

Note – Word page 62 shows how to indicate an Author for a Word document. The steps are similar for Excel, Access and PowerPoint. In this course you should always list your first and last name as author on homework that you submit plus the identification of the submitted homework assignment.

Quizzes and Examinations: Quizzes for each of the chapters in the text will be taken in Blackboard. These quizzes are a learning tool and may be taken more than once to enhance the learning. Blackboard will record your highest score.

Section examinations for the four major sections of the text, Word, Excel, Access, and PowerPoint will also be found in Blackboard. Each of these exams are timed for a maximum amount of time (indicated on each exam). You can only take each of these exams one time. Once you click on each Blackboard exam, the clock is activated. Your score will automatically be recorded in the Blackboard Grade Book.

GRADING:
The grading scale is the standard letter grade scale and is calculated based on the following information. The course has a total of 733 points available. The point values are broken down in the following chart:

<table>
<thead>
<tr>
<th>Chapter Quizzes</th>
<th>225 points</th>
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</thead>
<tbody>
<tr>
<td>MyITLab homework</td>
<td>120 points</td>
</tr>
<tr>
<td>Major Section Examinations</td>
<td>388 points</td>
</tr>
<tr>
<td><strong>Point Total</strong></td>
<td><strong>733 points</strong></td>
</tr>
</tbody>
</table>

Final grades are assigned based upon the student’s accumulated points. Points will be awarded for exams, quizzes, and homework assignments using the factors of completeness, timeliness and accuracy.
A student can determine his current grade based on the number of points earned divided by the total number of points available up to that point in the course.

Final letter grades will equate to the following scale:

- **A**  90% - 100%  657-733 points
- **B**  80% - 89%  583-656 points
- **C**  70% - 79%  510-582 points
- **D**  60% - 69%  437-509 points
- **F** Below 60% less than 437 points

**DISABILITY STATEMENT:**
This course is designed to support diversity of learners. My hope is to create a safe environment for all students. If you want to discuss your learning experience, please talk to me as early in the term as possible. If you know you have, or suspect you have a disability (learning disability, physical disability, or psychiatric disability such as anxiety, depression, AD/HD, or others) for which you may need accommodations, please contact the Disability Services Office in B-204. Tina Hardy tina_hardy@ivcc.edu, 224-0284 or Judy Mika Judy_Mika@ivcc.edu or 224-0350 work in that office and can help determine if you are eligible for support.

**CLASSROOM RULES:**
- **Attendance** – I expect you to be in class. I will be there, and so should you. If you cannot be in class, please notify me via email either before class or as soon as possible. Failure to attend class will result in your inability to be prepared. Repeated absences may result in involuntary withdrawal from the course. I also understand there may be extenuating circumstances that might occur on an emergency basis that could cause you to be late for class. A few minutes can be excused; however more than a few minutes is not showing respect for your fellow students. Class will start promptly at 1:00 p.m. Students should be in the classroom and seated prior to that time.

- **Inappropriate Behavior** – I expect each of you to conduct yourselves in a manner appropriate for adult college students and not be disruptive to the class. I will not tolerate inappropriate behavior during the class period. If I catch anyone being disruptive, I will warn you first. Subsequent behavior will result in my asking you to leave the classroom. Continued behavior will result in points being deducted from your grade. Inappropriate behavior is defined as any behavior that:
  - Interferes with other students' ability to learn
  - Interferes with the instructor's ability to teach

This includes the use of cell phones, pagers and other electronic devices. As a parent, I understand the need to be available in case of emergency. Make sure these devices are set to vibrate, silent or turned off. Only emergency calls will be accepted. Texting will not be tolerated during class hours. During laboratory periods, the computers will not be used to visit social media sites or conduct outside business. This class experience is preparing you for the workplace and inappropriate behavior is not tolerated there either. I've signed a contract to teach and will give it my all. I expect you to do the same in participating in the educational experience.
Academic Dishonesty – It is the responsibility of each student to respect the academic integrity of each class by doing their own work and refusing to assist others in deception. Cheating, copying, fabrication and plagiarism are forms of academic dishonesty. The facilitating of academic dishonesty is also a violation. Students that are caught in any of the above listed violations you will be dealt with. First violations will result in a zero on the assignment. Second violations will result in a drop of one letter grade. Subsequent violation will result in an automatic withdrawal from the class and failure. These violations will also be reported to the Dean of Career and Technical Programs. Further information can be found in the Student Code of Conduct located in the Student Planner.

Withdrawals – Effective Summer 2011, students will have the ability to initiate a withdrawal from classes. By completing the form in the Records Office or through the form located within WebAdvisor, the student is authorizing IVCC to remove him/her from the course. Entering the student ID number serves as the student’s electronic signature. IVCC has the right to rescind a withdrawal in cases of academic dishonesty or at the instructor’s discretion. They can access it through "My Class Schedule" and through the "Register and Drop" page on the Student Menu. Admissions & Records office will send a confirmation email to the student’s K email address and also to the faculty member once the withdrawal is processed if it is received electronically. Students should be aware of the impact of a withdrawal on full-time status for insurance purposes and for financial aid. It is highly recommended that students meet with their instructor or with a counselor before withdrawing from a class to discuss if a withdrawal is the best course of action for that particular student. The instructor still reserves the right to voluntarily withdraw students in accordance to the above listed attendance policy. More detailed information is available at www.ivcc.edu/admissions and selecting the menu item for Withdrawals on the left side of the page. The last date to withdraw from class is April 11, 2013.

Please note: Effective Summer 2011, all students will be responsible for checking their IVCC Student email. All electronic college correspondence will only be sent to the IVCC email. This is the only address the college or you instructors will use. For information on accessing this account click on the MY IVCC link on the IVCC homepage and select Student E-Mail or go to the Learning Commons, D-201.
COURSE OUTLINE/ASSIGNMENTS CALENDAR:
The following is a tentative course outline and calendar. You are expected to read ahead in the
text to be able to successfully participate in classroom discussions, as well as to prepare for
quizzes and examinations. Due to the possibility of extended class discussions or other scheduling
conflicts, this schedule may be modified during the semester. **Make note of all quiz, exam, and
homework due dates.**

<table>
<thead>
<tr>
<th>Week</th>
<th>Dates</th>
<th>Topic</th>
<th>Additional Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>WEEK 1</td>
<td>1/14-1/22</td>
<td>1. Course introduction - syllabus review</td>
<td>TEXT: <em>Go! Basic Computer Concepts Getting Started, Chapter 1</em></td>
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<td></td>
<td>2. Text - Read Chapter 1 (pp.1-47) <strong>nothing to submit to the instructor</strong></td>
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<td>3. Complete the Blackboard “Concepts Quiz” that goes along with this chapter. It is located in your Blackboard Course under the “Assignments/Quizzes” tab on the left of the screen.</td>
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<td>4. <strong>Complete the quiz by Tuesday, January 22, 2013.</strong></td>
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<td>5. Myitlab has PowerPoint Presentations that go along with the Concepts textbook.</td>
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<td>6. <strong>Note:</strong> All Blackboard Quizzes are set so that you can retake them. Your score from your highest attempt will be listed in your Blackboard grade book.</td>
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<tr>
<td>INFO</td>
<td>1/21</td>
<td>No Classes</td>
<td>Martin Luther King</td>
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<tr>
<td>WEEK 2</td>
<td>1/23-1/29</td>
<td>1. Text - Read Chapter 1 (pp. 1-53)</td>
<td>TEXT: <em>Go! Windows 7 Getting Started, Chapter 1</em></td>
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<td>2. Complete the Blackboard “Windows 7 Quiz” that goes along with this chapter. It is located in your Blackboard Course under “Assignments/Quizzes” tab on the left of the screen.</td>
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<td>3. <strong>Complete the quiz by Tuesday, January 29, 2013.</strong></td>
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<td>4. Myitlab has PowerPoint Presentations that go along with the Windows 7 textbook.</td>
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<tr>
<td>INFO</td>
<td>2/1</td>
<td>Deadline to apply for Graduation</td>
<td>Records Office</td>
</tr>
<tr>
<td>WEEK 3</td>
<td>1/30-2/5</td>
<td>1. Text - Read Chapter 1 (pp. 1-45) - Using the Common Features of Microsoft Office 2010</td>
<td>TEXT: <em>Go! with Microsoft Office 2010, Volume 1</em></td>
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<td>2. Go to MyITLab for Week 3 and read/print out the PowerPoint summary for reference.</td>
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<td></td>
<td>3. Complete the Blackboard Quiz for <em>Go!</em> Chapter 1 “Using the Common Features of Microsoft Office 2010” (Blackboard will grade and record your correct points in the Blackboard grade book).</td>
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<td>4. <strong>Complete the quiz by Tuesday, February 5, 2013.</strong></td>
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<td>5. <strong>Note:</strong> In MyITLab there is an OPTIONAL tutorial that you can utilize to learn features presented in this week’s lesson. It is a non-graded assistant for your use.)</td>
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</tbody>
</table>
| WEEK 4 | 2/6-2/12 | 1. **Text** - Read WORD Chapter 1 (p. 49-85) - Creating Documents with Microsoft Word 2010  
2. Go to MyITLab for this week and read/print out the PowerPoint summary for reference.  
3. Complete the Blackboard Quiz for WORD Chapter 1 “Creating Documents with Microsoft Word 2010.” (Blackboard will grade and record your score in the grade book).  
4. Complete the quiz by Tuesday, February 12, 2013.  
5. **Note:** In MyITLab for each week there is an **OPTIONAL** tutorial that you can utilize to learn features presented in this week’s lesson. It is a non-graded assistant for your use.  

<table>
<thead>
<tr>
<th>Lab assignments:</th>
<th></th>
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</table>
| 6. Project 1A (pp. 50-65)  
7. Save your file as:  
**Lastname_Firstname_1A_Fitness_Flyer**  
8. Save your Lab assignments on your USB drive.  
9. Project 1B (pp. 68-85)  
10. Save your file as:  
**Lastname_Firstname_1B_Student_Activities**  
11. Save your Lab assignments on your USB drive.  
12. **MyITLab**: Go to the Week 4 folder and download the Homework Project. Once you start the Grader Project, it is recommended that you do not step away from it until you are finished submitting it. Your submission will be automatically scored as a percentage and recorded in the MyITLab Grade Book. You can re-submit this same exercise 3 more times to improve your score. Your highest score will be recorded in the MyITLab Grade Book. Complete the homework project by **Tuesday, February 12**, 2013. | TEXT: Go! with Microsoft Office 2010, Volume 1 |
<table>
<thead>
<tr>
<th>INFO</th>
<th>2/18</th>
<th>2013.</th>
<th>Presidents’ Day</th>
</tr>
</thead>
<tbody>
<tr>
<td>WEEK 5</td>
<td>2/13-2/24</td>
<td>No Classes</td>
<td>TEXT: Go! with Microsoft Office 2010, Volume 1</td>
</tr>
<tr>
<td>1.</td>
<td>Text - Read WORD Chapter 2 (pp. 111-149) - &quot;Using Tables and Templates to Create Resumes and cover Letters”</td>
<td>2. Go to MyITLab for this week and read/print out the PowerPoint summary for reference.</td>
<td>3. Note: In MyITLab for each week there is an OPTIONAL tutorial that you can utilize to learn features presented in this week’s lesson. It is a non-graded assistant for your use.</td>
</tr>
<tr>
<td>Lab assignments:</td>
<td>6. Project 2A (pp. 112-124)</td>
<td>7. Save your file as: Word_2A_Lastname_Firstname_2A_Resume</td>
<td>8. Save your Lab assignments on your USB drive.</td>
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<td>9.</td>
<td>Project 2B (pp. 128-149)</td>
<td>10. Save your file as: Lastnamecplusplus2BLettḷehead</td>
<td>11. Save your Lab assignments on your USB drive.</td>
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<tr>
<td>12.</td>
<td>MyITLab: Go to the Week 5 folder and download the Homework Project. Once you start the Grader Project, it is recommended that you do not step away from it until you are finished submitting it. Your submission will be automatically scored as a percentage and recorded in the MyITLab Grade Book. You can re-submit this same exercise 3 more times to improve your score. Your highest score will be recorded in the MyITLab Grade Book. Complete the homework project by Sunday, February 24, 2013.</td>
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</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>WEEK 6</th>
<th>2/25-3/3</th>
<th>TEXT: Go! with Microsoft Office 2010, Volume 1</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Text - Read WORD Chapter 3 (pp. 175-209) - “Creating Research Papers, Newsletters, and Merged Mailing Labels”</td>
<td>2. Go to MyITLab for this week and read/print out the PowerPoint summary for reference.</td>
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<tr>
<td>3.</td>
<td>Note: In MyITLab for each week there is an</td>
<td></td>
</tr>
</tbody>
</table>
1. Text - Read EXCEL Chapter 1 (pp. 235-279) - "Creating a Worksheet and Charting Data"
2. Go to MyITLab for this week and read/print out the PowerPoint summary for reference.
3. **Note:** In MyITLab for each week there is an **OPTIONAL** tutorial that you can utilize to learn features presented in this week's lesson. It is a non-graded assistant for your use.

<table>
<thead>
<tr>
<th>WEEK</th>
<th>3/4-3/17</th>
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<tbody>
<tr>
<td>7</td>
<td></td>
</tr>
</tbody>
</table>

**OPTIONAL** tutorial that you can utilize to learn features presented in this week's lesson. It is a non-graded assistant for your use.

4. Complete the Blackboard Quiz for WORD Chapter 3. (Blackboard will grade and record your score in the grade book).
5. **Complete the quiz by Sunday, March 3, 2013.**

**Lab assignments:**
6. Project 3A (pp. 176-191)
7. Save your file as:
   **Lastname_Firstname_3A_Green_Business**
8. Save your Lab assignments on your USB drive.
9. Project 3B (pp. 194-209)
10. Save your file as:
    **Lastname_Firstname_3B_Memphis_newsletter**
    **Lastname_firstname_3B_Mailing_labels**
    **Lastname_Firstname_3B_Addresses**
11. Save your Lab assignments on your USB drive.

12. **MyITLab:** Go to the Week 6 folder and download the Homework Project. Once you start the Grader Project, it is recommended that you do not step away from it until you are finished submitting it. Your submission will be automatically scored as a percentage and recorded in the MyITLab Grade Book. You can re-submit this same exercise 3 more times to improve your score. Your highest score will be recorded in the MyITLab Grade Book. **Complete the homework project by Sunday, March 3, 2013.**

13. Take the **Word Major Exam** in Blackboard (Assignments/Exams)
    ✓ This examination covers all three chapters of Word from the text. You can only take this exam 1 time! You are timed (1 hour 15 minutes).
    ✓ **Complete the examination by Sunday, March 3, 2013.**

**TEXT:** Go! with Microsoft Office 2010, Volume 1
4. Complete the Blackboard Quiz for EXCEL Chapter 1 “Creating a Worksheet and Charting Data.” (Blackboard will grade and record your score in the grade book)

Lab assignments:
6. Project 1A (pp. 236-261)
7. Save your file as: Lastname_Firstname_1A_Quarterly_Sales
8. Save your Lab assignments on your USB drive.
9. Project 1B (pp. 264-279)
10. Save your file as: Lastname_Firstname_1B_Car_Products
11. Save your Lab assignments on your USB drive.

12. MyITLab: Go to the Week 7 folder and download the Homework Project. Once you start the Grader Project, it is recommended that you do not step away from it until you are finished submitting it. Your submission will be automatically scored as a percentage and recorded in the MyITLab Grade Book. You can re-submit this same exercise 3 more times to improve your score. Your highest score will be recorded in the MyITLab Grade Book. Complete the homework project by Sunday, March 17, 2013.

INFO 3/7 Midterm (Last day for 1st 8-week classes)

INFO 3/11-3/15 No Classes Spring Break

INFO 3/18 Second 8-week classes begin

WEEK 8 3/18-3/24
1. Text: Read EXCEL Chapter 2 (pp. 305-348) - "Using Functions, Creating Tables, and Managing Large Workbooks"
2. Go to MyITLab for this week and read/print out the PowerPoint summary for reference.
3. Note: In MyITLab for each week there is an OPTIONAL tutorial that you can utilize to learn features presented in this week's lesson. It is a non-graded assistant for your use.
4. Complete the Blackboard Quiz for EXCEL Chapter 2. (Blackboard will grade and record your score in the grade book).

Lab assignments:
6. Project 2A (pp. 306-326)

TEXT: Go! with Microsoft Office 2010, Volume 1
7. Save your file as: `Lastname_Firstname_Flavor_Inventory`
8. Save your Lab assignments on your USB drive.
9. Project 2B (pp. 330-348)
10. Save your file as: `Lastname_Firstname_Weekly_Sales`
11. Save your Lab assignments on your USB drive.

12. **MyITLab**: Go to the Week 8 folder and download the Homework Project. Once you start the Grader Project, it is recommended that you do not step away from it until you are finished submitting it. Your submission will be automatically scored as a percentage and recorded in the MyITLab Grade Book. You can re-submit this same exercise 3 more times to improve your score. Your highest score will be recorded in the MyITLab Grade Book. Complete the homework project by **Sunday, March 24, 2013**.

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|        |           | 2. Go to MyITLab for this week and read/print out the PowerPoint summary for reference.
|        |           | 3. **Note**: In MyITLab for each week there is an **OPTIONAL** tutorial that you can utilize to learn features presented in this week's lesson. It is a non-graded assistant for your use.
|        |           | 4. Complete the Blackboard Quiz for EXCEL Chapter 3. (Blackboard will grade and record your score in the grade book).
|        |           | 5. Complete the quiz by **Sunday, March 31, 2013**.

**Lab assignments:**
6. Project 3A (pp. 374-389)
7. Save your file as: `Lastname_Firstname_Fund_Expenses`
8. Save your Lab assignments on your USB drive.
9. Project 3B (pp. 392-411)
10. Save your file as: `Lastname_Firstname_Population_Growth`
11. Save your Lab assignments on your USB drive.

12. **MyITLab**: Go to the Week 9 folder and download the Homework Project. Once you start the Grader Project, it is recommended that you do not step away from it until you are finished submitting it. Your
submission will be automatically scored as a percentage and recorded in the MyITLab Grade Book. You can re-submit this same exercise 3 more times to improve your score. Your highest score will be recorded in the MyITLab Grade Book. Complete the homework project by Sunday, March 31, 2013.

13. Take the Excel Major Exam in Blackboard (Assignments/Exams)
   ✓ This examination covers all three chapters of Excel from the text. You can only take this exam 1 time! You are timed (1 hour 15 minutes).
   ✓ Complete the examination by Sunday, March 31, 2013.

INFO 4/1

On-line registration begins for Summer Records Office

WEEK 10 4/1-4/7

1. Text - Read ACCESS Chapter 1 (p. 437-483) - "Getting Started with Access Databases"
2. Go to MyITLab for this week and read/print out the PowerPoint summary for reference.
3. Note: In MyITLab for each week there is an OPTIONAL tutorial that you can utilize to learn features presented in this week’s lesson. It is a non-graded assistant for your use.
4. Complete the Blackboard Quiz for Access Chapter 1. (Blackboard will grade and record your score in the grade book).
5. Complete the quiz by Sunday, April 7, 2013.

Lab assignments:
6. Project 1A (pp. 438-469)
7. Save your file as:
   Lastname_Firstname_1A_Contacts
8. Save your Lab assignments on your USB drive.
9. Project 1B (pp. 472-483)
10. Save your file as:
    Lastname_Firstname_Student_Workshops
11. Save your Lab assignments on your USB drive.

12. MyITLab: Go to the Week 10 folder and download the Homework Project. Once you start the Grader Project, it is recommended that you do not step away from it until you are finished submitting it. Your submission will be automatically scored as a percentage and recorded in the MyITLab Grade Book. You can re-submit this same exercise 3 more times to improve your score. Your highest score will

TEXT: Go! with Microsoft Office 2010, Volume 1
be recorded in the MyITLab Grade Book. Complete the homework project by Sunday, April 7, 2013.

| INFO   | 4/9   | On-line registration begins for Fall Records Office
| INFO   | 4/11  | Final Date to Withdraw from 16-week classes WebAdvisor

| WEEK 11 | 4/8-14 | 1. Text – Read ACCESS Chapter 2 (pp. 511-557) - “Sort and Query a Database”
2. Go to MyITLab for this week and read/print out the PowerPoint summary for reference.
3. **Note:** In MyITLab for each week there is an **OPTIONAL** tutorial that you can utilize to learn features presented in this week’s lesson. It is a non-graded assistant for your use.
4. Complete the Blackboard Quiz for Access Chapter 2. (Blackboard will grade and record your score in the grade book).
5. **Complete the quiz by Sunday, April 14, 2013.**

**Lab assignments:**
6. Project 2A (pp. 512-533)
7. Save your file as: **Lastname_Firstname_Instructors_Courses**
8. Save your Lab assignments on your USB drive.
9. Project 2B (pp. 536-557)
10. Save your file as: **Lastname_Firstname_Instructors_Courses**
11. Save your Lab assignments on your USB drive.

12. **MyITLab:** Go to the Week 11 folder and download the Homework Project. Once you start the Grader Project, it is recommended that you do not step away from it until you are finished submitting it. Your submission will be automatically scored as a percentage and recorded in the MyITLab Grade Book. You can re-submit this same exercise 3 more times to improve your score. Your highest score will be recorded in the MyITLab Grade Book. Complete the homework project by Sunday, April 14, 2013.

| WEEK 12 | 4/15-21 | 1. Read ACCESS Chapter 3 (pp. 585-627) - “Forms, Filters, and Reports”
2. Go to MyITLab for this week and read/print out the PowerPoint summary for reference.
3. **Note:** In MyITLab for each week there is an **OPTIONAL** tutorial that you can utilize to learn features presented in this week’s lesson. It is a non-graded assistant for your use.
4. Complete the Blackboard Quiz for Access Chapter 3.

**TEXT:** Go! with Microsoft Office 2010, Volume 1
(Blackboard will grade and record your score in the grade book).

5. **Complete the quiz by Sunday, April 21, 2013.**

**Lab assignments:**

6. **Project 3A (pp. 586-607)**
7. **Save your file as:**
   - `Lastname_Firstname_3A_Students_Majors`
8. **Save your Lab assignments on your USB drive.**
9. **Project 3B (pp. 610-627)**
10. **Save your file as:**
    - `Lastname_Firstname_3B_Job_Openings`
11. **Save your Lab assignments on your USB drive.**
12. **MyITLab:** Go to the Week 12 folder and download the Homework Project. Once you start the Grader Project, it is recommended that you do not step away from it until you are finished submitting it. Your submission will be automatically scored as a percentage and recorded in the MyITLab Grade Book. You can re-submit this same exercise 3 more times to improve your score. Your highest score will be recorded in the MyITLab Grade Book. Complete the homework project by **Sunday, April 21, 2013.**
13. **Take the Access Major Exam in Blackboard (Assignments/Exams)**
    - This examination covers all three chapters of Access from the text. You can only take this exam 1 time! You are timed (1 hour 15 minutes).
    - Complete the examination by **Sunday, April 21, 2013.**

<table>
<thead>
<tr>
<th>WEEK</th>
<th>4/22-4/28</th>
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<tbody>
<tr>
<td>13</td>
<td></td>
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1. Text - Read **POWERPOINT Chapter 1 (p. 655-691)** - "Getting Started with Microsoft Office PowerPoint"
2. Go to MyITLab for this week and read/print out the PowerPoint summary for reference.
3. **Note:** In MyITLab for each week there is an **OPTIONAL** tutorial that you can utilize to learn features presented in this week’s lesson. It is a non-graded assistant for your use.
4. Complete the Blackboard Quiz for PowerPoint Chapter 1. (Blackboard will grade and record your score in the grade book).
5. **Complete the quiz by Sunday, April 28, 2013.**

**Lab assignments:**

**TEXT: Go! with Microsoft Office 2010, Volume 1**
<table>
<thead>
<tr>
<th>WEEK 14</th>
<th>4/29-5/5</th>
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<tbody>
<tr>
<td>1. Read POWERPOINT Chapter 2 (pp. 717-755) - “Formatting PowerPoint Presentations”</td>
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<tr>
<td>2. Go to MyITLab for this week and read/print out the PowerPoint summary for reference.</td>
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<tr>
<td>3. <strong>Note:</strong> In MyITLab for each week there is an <strong>OPTIONAL</strong> tutorial that you can utilize to learn features presented in this week's lesson. It is a non-graded assistant for your use.</td>
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<td>4. Complete the Blackboard Quiz for PowerPoint Chapter 2. (Blackboard will grade and record your score in the grade book).</td>
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<td><strong>Lab assignments:</strong></td>
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<td>6. Project 2A (pp. 718-739)</td>
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<tr>
<td>7. Save your file as: <strong>Lastname_Firstname_2A_Safety</strong></td>
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<td>8. Save your Lab assignments on your USB drive.</td>
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<td>9. Project 2B (pp. 742-755)</td>
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<tr>
<td>10. Save your file as: <strong>Lastname_Firstname_2B_Celebrations</strong></td>
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<tr>
<td>11. Save your Lab assignments on your USB drive.</td>
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<tr>
<td>12. <strong>MyITLab:</strong> Go to the Week 14 folder and download the Homework Project. Once you start the Grader Project, it is recommended that you do not step away from it until you are finished submitting it. Your submission will be automatically scored as a percentage and recorded in the MyITLab Grade Book. You can re-submit this same exercise 3 more times to improve your score. Your highest score will be recorded in the MyITLab Grade Book. Complete the homework project by Sunday, April 28, 2013.</td>
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</table>

**TEXT:** Go! with Microsoft Office 2010, Volume 1
submission will be automatically scored as a percentage and recorded in the MyITLab Grade Book. You can re-submit this same exercise 3 more times to improve your score. Your highest score will be recorded in the MyITLab Grade Book. Complete the homework project by **Sunday, May 5, 2013**.

<table>
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<th>WEEK 15</th>
<th>5/6-5/9</th>
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| 1. Read POWERPOINT Chapter 3 (pp. 781-819) - “Enhancing a Presentation with Animation, Video, Tables, and Charts”
| 2. Go to MyITLab for this week and read/print out the PowerPoint summary for reference.
| 3. **Note:** In MyITLab for each week there is an **OPTIONAL** tutorial that you can utilize to learn features presented in this week’s lesson. It is a non-graded assistant for your use.
| 4. Complete the Blackboard Quiz for PowerPoint Chapter 3. (Blackboard will grade and record your score in the grade book).
| 5. **Complete the quiz by Thursday, May 9, 2013**.

**Lab assignments:**
6. Project 3A (pp. 782-805)
7. Save your file as: `Lastname_Firstname_3A_Walking_Trails`
8. Save your Lab assignments on your USB drive.
9. Project 3B (pp. 808-819)
10. Save your file as: `Lastname_Firstname_3B_Recreation_Enrollment`
11. Save your Lab assignments on your USB drive.

12. **MyITLab:** Go to the Week 15 folder and download the Homework Project. Once you start the Grader Project, it is recommended that you do not step away from it until you are finished submitting it. Your submission will be automatically scored as a percentage and recorded in the MyITLab Grade Book. You can re-submit this same exercise 3 more times to improve your score. Your highest score will be recorded in the MyITLab Grade Book. Complete the homework project by **Thursday, May 9, 2013**.

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<tr>
<th>WEEK 16</th>
<th>5/10</th>
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| **Final Examination.** This examination covers all three chapters of PowerPoint from the text, as well as a practical portion including individual projects in each of the Microsoft Office components (Word, Excel, Access and PowerPoint). This examination will be taken in Blackboard. The final examination also includes a four- | **FINAL EXAMINATION**
**FINAL CLASS MEETING**
part practical exercise covering 1 project each in Word, Excel, Access, and PowerPoint. The examination will be taken in the classroom. Only extreme emergency circumstances will be considered for deviation from this policy. Advance arrangements must be made for this to happen. Should this be approved, the examination will be taken in the Assessment Center and an appointment will have to be made to take the exam.