



# STARK STATE COLLEGE

## MASTER SYLLABUS

**Division Name:** Engineering Technologies and Information Technologies  
**Department Name:** Administrative Services and Office Applications

### COURSE INFORMATION

**Course Name:** Computer Applications for Professionals  
**Course Number:** ITD122  
**Credit Hours:** 3  
**Contact Hours:** 4 **Lecture Hours:** 2  
**If more than one lab type needed, use both lab sections**  
**Type of Lab:** Laboratory **Lab Hours:** 2  
**Type of Lab:** **Lab Hours:** 0  
**Prerequisites:** ITD100 or Proficiency  
**Co-requisites:** None

**This course is approved for transfer based on the following category:**

**TAG:**  **OTM:**  **CTAG:**

For more information, please visit the Ohio Board of Regents site:  
<http://regents.ohio.gov/transfer/tagcourses/index.php>

### COURSE DESCRIPTION

Computer Applications for Professionals describes the components and peripherals of a computer/PC and how they function and communicate as a system. Principle topics covered are the Windows operating system, Internet applications, the Windows networking environment and a variety of software application packages used to solve scientific, business, and engineering technology problems.

### GENERAL LEARNING OUTCOMES

Stark State College has identified six general learning outcomes (GLOs) which represent the knowledge, skills, and abilities needed by students who graduate from our institution.

The outcomes designated below are addressed in this course:

- |  |                                     |
|--|-------------------------------------|
| 1. Effective Communication (Written/Oral /Reading/Listening) | <input checked="" type="checkbox"/> |
| 2. Quantitative Literacy (Includes Computational Skills)     | <input checked="" type="checkbox"/> |
| 3. Information Literacy                                      | <input checked="" type="checkbox"/> |
| 4. Critical Thinking   | <input checked="" type="checkbox"/> |
| 5. Global and Diversity Awareness                            | <input type="checkbox"/>            |
| 6. Civic, Professional, and Ethical Responsibility           | <input checked="" type="checkbox"/> |

## COURSE OBJECTIVES

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Upon successful completion of this course, students should be able to:

- Demonstrate a familiarity of a graphical user interface. (GLO 3)
- Demonstrate a working knowledge of file management using Windows Explorer (copying, deleting, renaming, moving files). (GLO 3, 4)
- Demonstrate an understanding of and skill in the general concepts and business uses of a word processing application. (GLO 1, 3, 4, 6)
- Demonstrate an understanding of electronic spreadsheets and establish a basic skill level in the creation and analysis of a spreadsheet. (GLO 1, 2, 3, 4, 6)
- Demonstrate a familiarity and understanding of database management systems and their use in business, along with the skills to utilize the information contained in a database. (GLO 1, 2, 3, 4, 6)
- Demonstrate an understanding of and skill in producing electronic presentations utilizing acceptable business presentation practices and graphics. (GLO 1, 3, 4, 6)
- Demonstrate a deeper understanding of the operating system and file management principles. (GLO 3, 4)

## STARK STATE COLLEGE POLICIES

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Please refer to the Policies and Procedures manual on *mystarkstate* for more information on all college policies and procedures:

- Honesty in Learning
- Withdrawal
- Attendance
- Student Complaint
- Incomplete
- Grade Appeal
- Standards of Academic Progress
- Anti-Harassment/Title IX
- Sexual Assault
- Inappropriate Behavior

## DISABILITY SERVICES

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The Disability Support Services (DSS) office offers a variety of services and accommodations to students with disabilities based on appropriate documentation, nature of the disability, and academic need. In order to initiate services, students should meet with DSS early in the semester to discuss their needs. The DSS staff will determine specific accommodations and services. If a student with a disability does not request accommodations through the DSS office, the instructor is under no obligation to provide accommodations. Students may contact the DSS office at 330-494-6170, ext. 4935, or schedule an appointment in S307.

## COMPUTER USAGE

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Students are expected to observe the Student Computer Usage Guidelines concerning the appropriate use of computers at the College. The guidelines are posted in all areas where computers are located, and individuals may obtain copies in the Admissions Office (S303) or on the SSC website under Student Computing (<http://www.starkstate.edu/content/student-computing>).

Help Desk Services provides support for the following computer issues:

- questions regarding access to student accounts (login issues)
- connecting to a College resource
- connectivity issues with ANGEL (LMS - learning management system)
- using *mystarkstate* tools
- software questions
- campus laptop checkout
- reporting issues with computing or technical resources

Help Desk Services is located in **B219** on the Main campus. Contact them at **800-797-8275 (800-79-STARK), ext. 4357 (HELP)**. See the Help Desk website: <http://www.starkstate.edu/helpdesk> for hours and contact information.



# STARK STATE COLLEGE

## CLASS SYLLABUS

**Division Name:** Engineering Technologies and Information Technologies  
**Department Name:** Administrative Services and Office Applications  
**Term:** Fall 2015

### COURSE INFORMATION

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**Course Name:** Computer Applications for Professionals  
**Course Number:** ITD122  
**CRN:** 27406  
**Course Modality:**  Classroom/Lab    Web 2    Web 3    Web 4  
**Class Days/Times:** Monday - Friday  
**Campus Location:** Dual Enrollment  
**Room Number:** Waynedale High School 308

### INSTRUCTOR INFORMATION

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**Instructor(s) Name:** Jen Walton  
**Office Hours:** 8<sup>th</sup> Period  
**Office Location:** 308  
**SSC Phone/Extension:** 330-698-3071  
**SSC Email Address:** soea\_walton@tccsa.net

### REQUIRED MATERIALS

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**Textbook(s):**



**AUTHORS:** Vermaat, Misty E. - ©2014

**ISBN10:** 1-285-16602-7

**ISBN13:** 978-1-285-16602-5

**Additional Materials:** Office 2013 software (includes Word, PowerPoint, Excel, and Access)

## METHODS OF ASSESSMENT/METHODS OF EVALUATION

Category	Description	Percentage of Total Grade
Chapter Work (GLO 1, 2, 3, 6)	Work includes the files you create by working through the chapter	10%
Lab Work (GLO 1, 2, 3, 4, 6)	End of chapter lab assignments	25%
Quizzes (GLO 1, 2, 3, 4, 6)	Chapter Quizzes (11) that are comprised of application-style projects covering the concepts in the chapter	15%
Tests/Exams (GLO 1, 2, 3, 4, 6)	Unit tests (4) covering all chapters for a given product: Test 1: Word Test 2: Excel Test 3: Access Test 4: PowerPoint	40%
Case Studies/ Discussion/ Professionalism (GLO 1, 3, 4, 6)	Case studies (2), attendance, participation, and professionalism	10%
Extra Credit	Multiple extra credit opportunities for each Office product. Each extra credit is worth 2 points and is added to the "Lab Work" category	
<b>Total</b>		<b>100%</b>

## GRADING SCALE

A 90% - 100%

B 80% - 89%

C 70% - 79%

D 60% - 69%

***NOTE: Grades are based on the evaluation of the knowledge and skills that the student demonstrates through the successful completion of all course requirements and class participation***

## CLASS POLICIES

Strict adherence to deadlines as posted on the Calendar is mandatory. It is the student's responsibility to submit work before the published deadline. If you miss a session, it is your responsibility to look at the calendar and still turn in the required assignments. The drop boxes in ANGEL will close once the deadline passes and will no longer be available. **NO MAKE-UP WILL BE ALLOWED ON ANY ASSIGNMENTS**; if a test is missed, a doctor's excuse will be required. You must be in class to take the test. None of the ANGEL drop boxes will be re-opened for missed assignments or wrong assignments uploaded. One submission is allowed for all assignments that are uploaded to ANGEL. No homework will be accepted via e-mail, all assignments must be submitted in the ANGEL drop boxes. All ANGEL submissions are due by **11:00 p.m.** on the designated due date. Please allow yourself enough time to upload your assignments.

You should allow a response time of up to 24 hours, excluding weekends and holidays, from the time you post on a discussion board or send an email.

At **ALL** times you are to be respectful of the instructor, classroom, equipment, and your classmates (both in person and through written correspondence).

All correspondence (grades, emails, etc.) are private and should not to be forwarded to other members of the class. If you need assistance, you may use the discussion boards; otherwise please contact the instructor.

All assignments and tests will be graded within seven (7) calendar days from the due date.

**Sharing of files (assignments) will not be tolerated. Students are expected to submit their own assignments (even if you share computers). Violators will be handled following section 3357:15-13-26, Honesty in Learning Policy from the Stark State College Policies and Procedures Manual:**

Title: **HONESTY IN LEARNING**  
Policy No.: 3357:15-13-26  
Page 1 of 2

Effective: Spring 2015  
Revision 1

**POLICY:**

Stark State College supports honesty in learning as an institutional value; therefore, dishonesty—such as cheating, plagiarism, or furnishing false information to the College or its staff—will subject a student to disciplinary action which may include dismissal from the College. Faculty, staff and students are responsible for promoting honesty in learning. Students are responsible for being familiar with the policy located in the Student Handbook. Any student who violates or assists another to violate the Honesty in Learning Policy will be penalized.

1. **Plagiarism.** According to the Council of Writing Program Administrators, “In an instructional setting, plagiarism occurs when a writer deliberately uses someone else’s language, ideas, or other original (not common-knowledge) material without acknowledging its source.”
2. **Coursework.** Work done for class, which a student submits as the student’s own work, will not contain that which has been obtained from another, other than properly credited references, sources, and citations. The work which a student submits will be prepared in accordance with course guidelines.
3. **Exams.** Work done on a test, exam, or quiz will be the student’s own and will not contain that which has been obtained from an inappropriate source. A student will not obtain nor seek to obtain advanced access to questions or advance copies of a test, exam or quiz without the instructor’s permission.

**PROCEDURE:**

1. A faculty member of record of the course in which the alleged violation of the Honesty in Learning Policy occurred will make an attempt to communicate directly with the student within 14 calendar days upon discovering or learning of the alleged violation.
2. If the faculty member determines that a violation of the Honesty in Learning Policy has occurred, the faculty member will prepare an Honesty in Learning Violation Report for submission to the Provost.
3. The faculty member will provide a copy of the Honesty in Learning Violation Report with all supporting documentation to the student involved.
4. Items 1, 2, and 3 must be completed within 14 calendar days upon discovery of the alleged honesty in learning violations.
5. For a documented offense, the reporting faculty may choose to issue up to a failing grade for the assignment and/or the course. All supporting documentation and the Honesty in Learning Violation Report must be sent to the Provost within seven calendar days of the communication with the student as described in (1).

Title: **HONESTY IN LEARNING**  
Policy No.: 3357:15-13-26  
Page 2 of 2

Effective: Spring 2015  
Revision 1

6. The Provost will forward the supporting documentation and the Honesty in Learning Violation Report to the Academic Records/Registrar’s office for placement in the student’s academic record.
7. The student may appeal the Honesty in Learning Violation Report by following the Student Complaint Procedure, which is located in the Policies and Procedures Manual (Chapter 19 Student Complaints 3357:15-19-08).
8. Under the authority of the Provost, any student who has been involved in three documented dishonesty offenses (not necessarily in the same course or semester) may be immediately dismissed from the College for the current semester and for the next full semester without refund of tuition and fees. Upon readmission to the College, any future documented offense will cause the student to be dismissed immediately with no right to be readmitted.

## ADDITIONAL INFORMATION/REQUIREMENTS

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### **Student Responsibility:**

Colleges are learning communities. Individuals who are accepted into these bodies have the rights and privileges of membership. They also incur responsibilities. The dictionary defines responsibility as “personal accountability” or “the ability to act without superior guidance.” Responsibility is an essential ingredient for student development. Students should be more than passive transients through an institution. They must be active and responsible in their own learning and environment. A student who is open to the experiences that college offers will find that all learning requires an investment of time and effort. Learning in college is a joint proposition. The institution and faculty are responsible for providing the resources and opportunities. Students are responsible for involving themselves in their class work. While colleges have responsibilities to students and to society, they are not solely responsible for the outcomes of their students. If students are unwilling to do their part, then outcomes will be less than satisfactory. Individuals who are unprepared to accept their responsibilities as students and who have demonstrated such should not expect to successfully complete their course of studies.

### **Assessment:**

Assessment of student learning provides the college with the tools to help students achieve their educational goals. Student Learning Outcomes (SLOs), which include General Learning Outcomes (GLOs) and Program Learning Outcomes (PLOs), expand the scope of inquiry from the individual student (who will continue to be individually assessed in courses) to the program level.

The college has identified six general learning outcomes (GLOs) that are considered integral to providing opportunities for lifelong learning, preparing students for successful transfer and competence in the workplace. These six GLOs are identified on each master syllabus and carefully analyzed for coverage in each course and aligned with the learning objectives and methods of assessment/evaluation in the course. The GLOs are:

1. Effective Communication (written, oral, reading, and listening)
2. Quantitative Literacy (includes computational skills)
3. Information Literacy
4. Critical Thinking
5. Global and Diversity Awareness
6. Civic, Professional, and Ethical Responsibility

Through a formal assessment process, the courses are assessed through student achievement throughout the curriculum. Faculty can utilize tools to communicate with students about their readiness for learning and their effectiveness as learners based on the formal assessment process.

### **Assigned Readings:**

In order to ensure student success in this course, the student is responsible for all assigned readings, including but not limited to textbook chapters, discussion postings, chat room entries, homework assignments, labs, articles, instructions, manuals, and emails. The assigned readings are a required part of this course in order to assess the Effective Communication general learning outcome. The student may use information from these readings to analyze the basic elements of an idea, thought, or experience; to synthesize and organize ideas, information, or experiences; to make judgments about the soundness of information, arguments, or methods; to apply theories or concepts to practical problems; or to use information to perform a new skill.

### **Written Papers/Reports**

In order to ensure student success in this course, the student is responsible for all written assignments, including but not limited to research papers, homework assignments, lab reports, discussion postings, emails, article summaries, and quizzes/tests. The written papers/reports are a required part of this course in order to assess the Effective Communication general learning outcome.

**Tutoring/Skills Labs/Digital Library:** The Information Technology Division promotes student success by encouraging students to utilize the academic support services offered here at the college.

- Digital Library – Room B123
- Tutoring Center – C106

- Mathematics Learning Lab – E207
- Writing Center – G200
- Science Lab – H200

#### **Academic Advising:**

After the initial advising in the Admissions Office, each student is assigned an academic advisor in his/her chosen program. The student should schedule appointments with his/her academic advisor when assistance in scheduling classes and preparing for graduation is needed.

#### **Career Counseling:**

Stark State College offers career counseling services and resources in the Career Services Office, S100. Faculty members and department chairs may provide guidance to students in determining career goals.

## **WITHDRAWAL DATES**

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#### **POLICY:**

A student may drop a course or all courses from the College during the first 8 calendar days (excluding holidays) of any academic period without academic penalty. Any changes made during this period will not become a part of the student's academic record. Students should refer to the posted refund schedule available at [www.starkstate.edu/<semester>-refund-schedule](http://www.starkstate.edu/<semester>-refund-schedule).

After the first 8 calendar days, the College gives students an opportunity to withdraw from a course or all courses. It is the student's responsibility to withdraw by the published withdrawal date and to satisfy any financial obligations to the College. A student is officially withdrawn from a course once a signed "Schedule Change" form has been submitted to the Academic Records/Registrar's Office. A grade of "W" will appear on the student's academic record.

Beyond the published withdrawal date through the end of the last instructional day, a student with an emergency or extenuating circumstance may receive a grade of "W" only upon consultation with the instructor and approval from the department chair. Sufficient supporting documentation shall be provided by the student when making such a request.

***If a student is a financial aid recipient, it is strongly recommended the student consult with a financial aid representative to discuss ramifications of withdrawing.***

#### **PROCEDURE:**

1. After the first 8 calendar days (excluding holidays), the College requires students to obtain the instructor's, advisor's, or department chair's signature, and to submit the form to the Academic Records/Registrar's Office to process the withdrawal. The person signing the Schedule Change form should discuss the reason for the withdrawal with students to ensure they are aware of all their options. Web 3 and Web 4 students can submit an electronic request for withdrawal, including discussion of all options, via the instructor, advisor, or department chair to the Academic Records/Registrar's Office. The Schedule Change form is available via the mystarkstate portal.
2. A student is officially withdrawn from a course once a signed "Schedule Change" form has been submitted to the Academic Records/Registrar's Office. A grade of "W" will appear on the student's academic record after the first 8 calendar days (excluding holidays) of any academic period, as long as the student withdraws before the published withdrawal date.
3. Failure to follow the procedures may result in the student remaining registered for the class and accepting the grade outcome on the academic record at the end of the semester.

<b>Deadline to Process Withdrawal Form for This Class:</b>	<b>November 16, 2015</b>
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## **COURSE OUTLINE/CALENDAR**

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In case of events beyond the control of faculty that interfere with class times and teaching, adjustments may be made to date of coverage, order of coverage, and date of exams and assignments to ensure full coverage of course content.

Week	Assignment Type	Material, Activity, or Assignment Details	Opens (12 a.m.)	Due (11 p.m.)
<b>Class Startup and Introduction to Technology Chapter</b>			<b>August 24</b>	<b>August 31</b>
<b>Week 1</b> Aug 24 – Aug 31	Reading Assignment	All materials in the “Start Here” folder ( <a href="#">ANGEL</a> )		
	Reading Assignment	Introduction to Technology Chapter (pages IT1 – IT37) ( <a href="#">Textbook</a> )		
	Graded Assignment	Syllabus Quiz ( <a href="#">ANGEL</a> )		
	Graded Assignment	Academic Honesty Quiz ( <a href="#">ANGEL</a> )		
	Graded Assignment	“Who are you?” Discussion Post ( <a href="#">ANGEL</a> )		
	Graded Assignment	Introduction to Technology QUIZ ( <a href="#">ANGEL</a> )		
<b>Office 2013 and Windows 7 or 8</b>			<b>August 31</b>	<b>September 8</b>
<b>Week 2</b> Aug 31 - Sep 8	Reading Assignment	Office 2013 and Windows 8: Essential and Concepts (pages OFF1 – OFF83) ( <a href="#">Textbook</a> ) OR Microsoft Windows 7 Essentials (supplemental book pages WIN1 – WIN65) ( <a href="#">Textbook</a> )		
	Graded Assignment	Windows 7 OR Windows 8 QUIZ ( <a href="#">ANGEL</a> ) ***NOTE: Only complete one quiz***		
<b>Word Chapter 1 – Creating, Formatting, and Editing a Word Document with a Picture</b>			<b>September 7</b>	<b>September 14</b>
<b>Week 3</b> Sep 7 – Sep 14	<b>NOTE: The college is closed on September 7 for the Labor Day holiday</b>			
	Reading Assignment	Word Chapter 1 (pages WD1 – WD54) ( <a href="#">Textbook</a> )		
	Reading Assignment	All materials in the “Word Chapter 1, Materials” folder ( <a href="#">ANGEL</a> )		
	Activity	Watch videos (if needed) in Word Chapter 1, Materials folder ( <a href="#">ANGEL</a> )		
	Graded Assignment	Word Ch1 Chapter File (Adventure Flyer) (pages WD1 – WD54) ( <a href="#">ANGEL</a> )		
	Graded Assignment	Word Ch1 Lab 1 (Puppy for Sale page WD58-WD60) –( <a href="#">ANGEL</a> )		
	Graded Assignment	Word Ch1 QUIZ ( <a href="#">ANGEL</a> )		
	Extra Credit	Word Ch1 Extra Credit Opportunities ( <a href="#">ANGEL</a> )		
<b>Word Chapter 3 – Creating a Business Letter with a Letterhead and Table</b>			<b>September 14</b>	<b>September 21</b>
<b>Week 4</b> Sep 14 – Sep 21	Reading Assignment	Word Chapter 3 (pages WD137 – WD189) ( <a href="#">Textbook</a> )		
	Reading Assignment	All materials in the “Word Chapter 3, Materials” folder ( <a href="#">ANGEL</a> )		
	Activity	Watch videos (if needed) in Word Chapter 3, Materials folder ( <a href="#">ANGEL</a> )		
	Graded Assignment	Word Ch3 Chapter File (Samaras Letterhead AND Samaras Thank You Letter) (pages WD137 – WD189)( <a href="#">ANGEL</a> )		
	Graded Assignment	Word Ch3 Lab 2 (Internship Letterhead and Leter) (page WD195 – WD197) ( <a href="#">ANGEL</a> )		
	Graded Assignment	Word Ch3 QUIZ ( <a href="#">ANGEL</a> )		
	Extra Credit	Word Ch3 Extra Credit Opportunities ( <a href="#">ANGEL</a> )		
<b>Word Chapter 2 – Creating a Research Paper with References and Sources</b>			<b>September 21</b>	<b>September 28</b>
<b>Week 5</b> Sept 21 – Sep 28	Reading Assignment	Word Chapter 2 (pages WD65 – WD123) ( <a href="#">Textbook</a> )		
	Reading Assignment	All materials in the “Word Chapter 2, Materials” folder ( <a href="#">ANGEL</a> )		
	Activity	Watch videos (if needed) in Word Chapter 2, Materials folder ( <a href="#">ANGEL</a> )		
	Graded Assignment	Word Ch2 Chapter File (Biometric Devices Paper) (page WD65 – WD123) ( <a href="#">ANGEL</a> )		
	Graded Assignment	Word Ch2 Lab 2 Preparing a Research Report with Footnote) (pages WD131 – WD133) ( <a href="#">ANGEL</a> )		
	Graded Assignment	Word Ch2 QUIZ ( <a href="#">ANGEL</a> )		
	Extra Credit	Word Ch2 Extra Credit Opportunities ( <a href="#">ANGEL</a> )		
<b>Word Test and Case Study: Impact of the Internet on Business</b>			<b>September 28</b>	<b>October 5</b>
<b>Week 6</b> Sep 28 - Oct 5	Graded Assignment	Word Test ( <a href="#">ANGEL</a> )		
	Graded Assignment	Case Study: Impact of the Internet on Business ( <a href="#">ANGEL</a> )		
<b>Excel Chapter 1 – Creating a Worksheet and a Chart</b>			<b>October 5</b>	<b>October 13</b>
<b>Week 7</b> Oct 5 – Oct 13	Reading Assignment	Excel Chapter 1 (pages EX1 – EX54) ( <a href="#">Textbook</a> )		
	Reading Assignment	All materials in the “Excel Chapter 1, Materials” folder ( <a href="#">ANGEL</a> )		
	Activity	Watch videos (if needed) in Excel Chapter 1, Materials folder ( <a href="#">ANGEL</a> )		
	Graded Assignment	Excel Ch1 Chapter File (Bob Gleamin Budget) (pages EX1 – EX54) ( <a href="#">ANGEL</a> )		
	Graded Assignment	Excel Ch1 Lab 1 (Fourth Quarter Revenue Analysis) (pages EX59-EX60)( <a href="#">ANGEL</a> )		
	Graded Assignment	Excel Ch1 QUIZ ( <a href="#">ANGEL</a> )		
	Extra Credit	Excel Ch1 Extra Credit Opportunities ( <a href="#">ANGEL</a> )		
<b>Excel Chapter 2 – Formulas, Functions, and Formatting</b>			<b>October 12</b>	<b>October 19</b>
<b>Week 8</b> Oct 12 – Oct 19	<b>NOTE: The college is closed on October 12 for the Columbus Day holiday</b>			
	Reading Assignment	Excel Chapter 2 (pages EX67 – EX118) ( <a href="#">Textbook</a> )		
	Reading Assignment	All materials in the “Excel Chapter 2, Materials” folder ( <a href="#">ANGEL</a> )		
	Activity	Watch videos (if needed) in Excel Chapter 2, Materials folder ( <a href="#">ANGEL</a> )		



	Graded Assignment	Excel Ch2 Chapter File (HyperMass Online Storage Salary Report) (EX67 – EX118) ( <a href="#">ANGEL</a> )		
	Graded Assignment	Excel Ch2 Lab 1 (Help Today Personal Loans Data) (pages EX123 – EX124) ( <a href="#">ANGEL</a> )		
	Graded Assignment	Excel Ch2 QUIZ ( <a href="#">ANGEL</a> )		
	Extra Credit	Excel Ch2 Extra Credit Opportunities ( <a href="#">ANGEL</a> )		
<b>Excel Test and Case Study: Computer Ethics</b>			<b>October 19</b>	<b>October 26</b>
<b>Week 9</b> Oct 19 – Oct 26	Graded Assignment	Excel Test ( <a href="#">ANGEL</a> )		
	Graded Assignment	Case Study: Internet Research Project, Computer Ethics ( <a href="#">ANGEL</a> )		
<b>Access Chapter 1 – Databases and Database Objects: An Introduction</b>			<b>October 26</b>	<b>November 2</b>
<b>Week 10</b> Oct 26 – Nov 2	Reading Assignment	Access Chapter 1 (pages AC1 – AC64) ( <a href="#">Textbook</a> )		
	Reading Assignment	All materials in the “Access Chapter 1, Materials folder ( <a href="#">ANGEL</a> )		
	Activity	Watch videos (if needed) in Access Chapter 1, Materials folder ( <a href="#">ANGEL</a> )		
	Graded Assignment	Access Ch1 Chapter File (Bavant Publishing) (pages AC1 – AC64) ( <a href="#">ANGEL</a> )		
	Graded Assignment	Access Ch1 Lab 1 (Dartt Offsite Services) (pages AC68 – AC69)( <a href="#">ANGEL</a> )		
	Graded Assignment	Access Ch1 QUIZ ( <a href="#">ANGEL</a> )		
	Extra Credit	Access Ch1 Extra Credit Opportunities ( <a href="#">ANGEL</a> )		
<b>Access Chapter 2 – Querying a Database</b>			<b>November 2</b>	<b>November 9</b>
<b>Week 11</b> Nov 2 – Nov 9	Reading Assignment	Access Chapter 2 (pages AC73 – AC123) ( <a href="#">Textbook</a> )		
	Reading Assignment	All materials in the “Access Chapter 2, Materials folder ( <a href="#">ANGEL</a> )		
	Activity	Watch videos (if needed) in Access Chapter 2, Materials folder ( <a href="#">ANGEL</a> )		
	Graded Assignment	Access Ch2 Chapter File (Bavant Publishing) (pages AC73 – AC123) ( <a href="#">ANGEL</a> )		
	Graded Assignment	Access Ch2 Lab 1 (Dartt Offsite Services) (pages AC129 – AC131)( <a href="#">ANGEL</a> )		
	Graded Assignment	Access Ch2 QUIZ ( <a href="#">ANGEL</a> )		
	Extra Credit	Access Ch2 Extra Credit Opportunities ( <a href="#">ANGEL</a> )		
<b>Access Test</b>			<b>November 9</b>	<b>November 16</b>
<b>Week 12</b> Nov 9 – Nov 16	Graded Assignment	Access Test ( <a href="#">ANGEL</a> )		
<b>PowerPoint Chapter 1 – Creating and Editing a Presentation with Pictures</b>			<b>November 16</b>	<b>November 23</b>
<b>Week 13</b> Nov 16 – Nov 23	Reading Assignment	PowerPoint Chapter 1 (pages PPT1 – PPT56) ( <a href="#">Textbook</a> )		
	Reading Assignment	All materials in the “PowerPoint Chapter 1, Materials folder ( <a href="#">ANGEL</a> )		
	Activity	Watch videos (if needed) in PowerPoint Chapter 1, Materials folder ( <a href="#">ANGEL</a> )		
	Graded Assignment	PowerPoint Ch1 Chapter File (Keeping Hydrated) (pages PPT2-PPT55) ( <a href="#">ANGEL</a> )		
	Graded Assignment	PowerPoint Ch1 Lab 1 (Files or Piles) (pages PPT61 – PPT65)( <a href="#">ANGEL</a> )		
	Graded Assignment	PowerPoint Ch1 QUIZ ( <a href="#">ANGEL</a> )		
	Extra Credit	PowerPoint Ch1 Extra Credit Opportunities		
<b>PowerPoint Chapter 2 – Enhancing a Presentation with Pictures, Shapes, and WordArt</b>			<b>November 23</b>	<b>November 30</b>
<b>Week 14</b> Nov 23 – Nov 30	Reading Assignment	PowerPoint Chapter 2 (pages PPT73 – PPT125) ( <a href="#">Textbook</a> )		
	Reading Assignment	All materials in the “PowerPoint Chapter 2, Materials folder ( <a href="#">ANGEL</a> )		
	Activity	Watch videos (if needed) in PowerPoint Chapter 2, Materials folder ( <a href="#">ANGEL</a> )		
	Graded Assignment	PowerPoint Ch2 Chapter File (Emergency Plan) (pages PPT74-PPT125)( <a href="#">ANGEL</a> )		
	Graded Assignment	PowerPoint Ch2 Lab 1 (Homemade Apple Pie) (pages PPT135 – PPT138)( <a href="#">ANGEL</a> )		
	Graded Assignment	PowerPoint Ch2 QUIZ ( <a href="#">ANGEL</a> )		
	Extra Credit	PowerPoint Ch2 Extra Credit Opportunities		
<b>PowerPoint Chapter 3 – Reusing a Presentation and Adding Media and Animation</b>			<b>November 30</b>	<b>December 7</b>
<b>Week 15</b> Nov 30 – Dec 7	Reading Assignment	PowerPoint Chapter 3 (pages PPT145 – PPT191) ( <a href="#">Textbook</a> )		
	Reading Assignment	All materials in the “PowerPoint Chapter 3, Materials folder ( <a href="#">ANGEL</a> )		
	Activity	Watch videos (if needed) in PowerPoint Chapter 3, Materials folder ( <a href="#">ANGEL</a> )		
	Graded Assignment	PowerPoint Ch3 Chapter File (Watch out for Motorcycles) (pages PPT145-PPT191)( <a href="#">ANGEL</a> )		
	Graded Assignment	PowerPoint Ch3 Lab 1 (Kangaroos and Wallabies) (pages PPT201 – PPT203) ( <a href="#">ANGEL</a> )		
	Graded Assignment	PowerPoint Ch3 QUIZ ( <a href="#">ANGEL</a> )		
	Extra Credit	PowerPoint Ch3 Extra Credit Opportunities		
<b>PowerPoint Test</b>			<b>December 7</b>	<b>December 11</b>
<b>Week 16</b>	Graded Assignment	PowerPoint Text ( <a href="#">ANGEL</a> )		