



University of North Texas
G. Brint Ryan College of Business
Information Technology and Decision
Sciences
BCIS 2610 Introduction to Computers

Subject to Change

Course Information

BCIS 2610 – Introduction to Computer
Summer 5w1 2020 – Section 001
Class Meeting online through Canvas at: <https://unt.instructure.com>

Instructor Contact

Dr. Donna M. Glenn
Business Leadership Building, Room 215D
Office hours: Zoom sessions online by appointment, and Monday's 10:00 a.m. – 12:00 p.m.
Email: donna.glenn@unt.edu or use the Inbox in Canvas (MUST include BCIS 2610.001 in the Subject Line)
Normally, I will reply to an email within 24 to 48 hours
To ensure a quick response over the weekends, please email me no later than Friday mornings
Occasionally I will be unable to respond within that time frame, but will inform the class in advance

Communication Expectations

The most convenient way to communicate with the instructor is through the Inbox in Canvas. Download the mobile app for your convenience

Discussion Board Communication

Please post general course or assignment questions to the General Course Questions & Answers Discussion Topic. For your convenience you may read online communication tips at: <https://clear.unt.edu/online-communication-tips>
Students are encouraged to respond to their fellow classmates' questions. I will read all discussion postings and add comments/suggestions/questions as necessary to keep the discussion on topic. Specific topic instructions on discussions are provided in the forums when needed.

Canvas Notifications:

Receive instant notifications about course events, such as submissions, discussion messages, and announcements through canvas. Assignments and all deliverables will be graded and returned no later than 2 days after the due date.

Course Philosophy

A variety of instructional techniques are used to achieve the pedagogical objectives of this course. The modules are designed to introduce the philosophies and methodologies in computers in our world. Problems and methodologies are illustrated in class with an emphasis on mixed learning techniques. Cengage MindTap provides students with simulation training for Microsoft Excel study tools and a mobile app.

About the Professor/Instructor

Welcome to BCIS 2610 Introduction to Computers. I am Dr. Donna Glenn, the instructor for this course and the advisor for our Information Technology and Decision Science Department. I am excited to have you in this course and look forward to learning more about you and your academic career goals while at UNT. Together we will explore a variety of topics within information technology and we will journey through this course together to do great things.

Course Description

This course examines the fundamental concepts of computing in various business disciplines. The course also provides an introduction to programming and to software programs you will use in later courses and in business.

Course Structure

This course is an online course which lasts 5 weeks from June 1, 2020 until July 3, 2020. Use your time wisely to stay ahead of the work. This is a fast-paced course and it covers the same material that is taught in a 16-week course. You must keep up.

Course Pre-requisites and/or Other Restrictions

Math 1100 or higher (MATH 1180 preferred)

Course Objectives

This course is designed to do the following:

- Describe, compare, and evaluate basic computer concepts, such as cyberspace, hardware, software, privacy, security, etc.
- Identify how different parts of society use computer systems
- Apply basic computing principles to develop useful spreadsheets with Microsoft Excel 2016 to prepare for EXCEL Certification
- Demonstrate effective use of software

Course Topics

1. Impact of Digital Technology
2. The Web
3. Computer Hardware
4. Operating Systems and File Management
5. Software and Apps
6. Security and Safety
7. Digital Media
8. Program and App Use and Development
9. Networking
10. Digital Communication
11. Introduction to Microsoft Excel which includes:
 - i. Getting started with excel
 - ii. Formatting Workbook Text and Data
 - iii. Performing calculations with formulas & functions
 - iv. Analyzing and charting financial data
 - v. Managing multiple worksheets and workbooks
 - vi. Developing an Excel Application
 - vii. Working with advanced function
 - viii. Exploring Financial tools and functions
 - ix. Performing What-If Analysis
 - x. Analyzing data with business intelligence

Required Materials

You will use two electronic books (e-books): a custom New Perspectives: Excel 2016, and a Computer Concepts: Technology for Success. These texts are available by subscription from www.cengage.com/unlimited.

Or: https://www.cengage.com/coursepages/UNT_BCIS2610_Spring2020

Purchase your **Cengage Unlimited subscription** at the UNT Bookstore, or at cengage.com

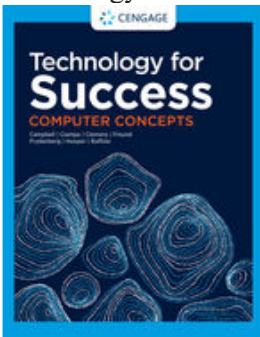
Our class will be using Cengage MindTap for all Excel assignments.

Cengage Unlimited ISBNs available at bookstore:



INSTANT ACCESS CODE (recommended ISBN for bookstore)		
DURATION	ISBN	PRICE msrp
4 months (1 sem.)	9780357700006	\$119.99
12 months	9780357700013	\$179.99
24 months	9780357700020	\$239.99
PRINTED ACCESS CODE		
DURATION	ISBN	PRICE msrp
4 months (1 sem.)	9780357700037	\$119.99
12 months	9780357700044	\$179.99
24 months	9780357700051	\$239.99

Technology for Success MindTap:

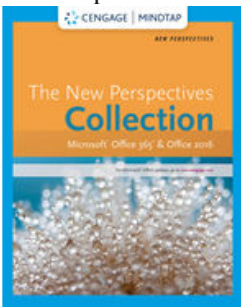


Campbell/Ciampa/Clemens/Freund/Frydenberg/Hooper/R- Technology for Success: Computer Concepts

Printed Access Code: 9780357124895

Instant Access Code: 9780357124888

MindTap for New Perspectives Collection:



Cengage - MindTap Computing, 1 term (6 months) Instant Access for The New Perspectives Collection Microsoft Office 365 & Office 2016

Instant Access Code: **9781337781534**

For this course you may want to purchase Cengage Unlimited as it may be your cheapest option. Each of the individual MindTap access codes are around \$100 each whereas Cengage Unlimited will get you both MindTap's for BCIS 2610 and MindTap for 3610 for \$179 😊

NOTE: Once you purchase Cengage Unlimited, you will not have to search for your books, you will have immediate access since the links are integrated into Canvas.

Technical Requirement & Skills

Minimum Technology Requirements

- Computer
- Reliable Internet access
- Webcam
- Speakers
- Microphone
- Canvas Technical Requirements (<https://clear.unt.edu/supported-technologies/canvas/requirements>)
- Canvas mobile app (<https://clear.unt.edu/supported-technologies/canvas/requirements#mobileresources>)
- Respondus Monitor & Lockdown Browser
 - LockDown Browser + Webcam Requirement
This course requires the use of LockDown Browser and a webcam for online exams. The webcam can be the type that's built into your computer or one that plugs in with a USB cable.
 - Watch this brief video to get a basic understanding of LockDown Browser and the webcam feature.
 - <https://www.respondus.com/products/lockdown-browser/student-movie.shtml>
Download and install LockDown Browser from this link:
 - <https://download.respondus.com/lockdown/download.php?id=165715487>

Getting Help

Technical Assistance

Part of working in the canvas environment involves dealing with the inconveniences and frustration that can arise when technology breaks down or does not perform as expected. Here at UNT we have a Student Help Desk that you can contact for help with Canvas or other technology issues.

UIT Help Desk: <http://www.unt.edu/helpdesk/index.htm>

Email: helpdesk@unt.edu

Phone: 940-565-2324

In Person: Sage Hall, Room 130 – Check winter schedule hours

Walk-In Availability: 8am-9pm Check winter schedule hours

Telephone Availability: Check winter schedule hours

- Sunday: noon-midnight
- Monday-Thursday: 8am-midnight
- Friday: 8am-8pm
- Saturday: 9am-5pm

Laptop Checkout: 8am-7pm Check winter schedule hours

For additional support, visit [Canvas Technical Help](https://community.canvaslms.com/docs/DOC-10554-4212710328) (<https://community.canvaslms.com/docs/DOC-10554-4212710328>)

Student Support Services

- [Registrar](https://registrar.unt.edu/registration) (<https://registrar.unt.edu/registration>)
- [Financial Aid](https://financialaid.unt.edu/) (<https://financialaid.unt.edu/>)
- [Student Legal Services](https://studentaffairs.unt.edu/student-legal-services) (<https://studentaffairs.unt.edu/student-legal-services>)
- [Career Center](https://studentaffairs.unt.edu/career-center) (<https://studentaffairs.unt.edu/career-center>)
- [Multicultural Center](https://edo.unt.edu/multicultural-center) (<https://edo.unt.edu/multicultural-center>)
- [Counseling and Testing Services](https://studentaffairs.unt.edu/counseling-and-testing-services) (<https://studentaffairs.unt.edu/counseling-and-testing-services>)
- [Student Affairs Care Team](https://studentaffairs.unt.edu/care) (<https://studentaffairs.unt.edu/care>)
- [Student Health and Wellness Center](https://studentaffairs.unt.edu/student-health-and-wellness-center) (<https://studentaffairs.unt.edu/student-health-and-wellness-center>)
- [Pride Alliance](https://edo.unt.edu/pridealliance) (<https://edo.unt.edu/pridealliance>)

Academic Support Services

- [Academic Resource Center](https://clear.unt.edu/canvas/student-resources) (<https://clear.unt.edu/canvas/student-resources>)
- [Academic Success Center](https://success.unt.edu/asc) (<https://success.unt.edu/asc>)
- [UNT Libraries](https://library.unt.edu/) (<https://library.unt.edu/>)

- [Writing Lab](http://writingcenter.unt.edu/) (<http://writingcenter.unt.edu/>)
- [MathLab](https://math.unt.edu/mathlab) (<https://math.unt.edu/mathlab>)

Students with Disabilities:

"The G. Brint Ryan College of Business in cooperation with UNT and the Office of Disability Accommodation, complies with the Americans with Disabilities by making reasonable academic accommodation for students with disabilities. Students seeking accommodation must first register with the Office of Disability Access (ODA) to verify their eligibility. If a disability is verified, the ODA will provide a student with an accommodation letter to be delivered to faculty to begin a private discussion regarding one's specific course needs. Students may request accommodations at any time; however, ODA notices of accommodation should be provided as early as possible in the semester to avoid any delay in implementation. Note that students must obtain a new letter of accommodation for every semester and must meet with each faculty member prior to implementation in each class. For additional information see the ODA website at disability.unt.edu."

For Students with Vision Disabilities

The following is duplicated from the Office of Disability Access at: <https://disability.unt.edu/services/vision>

As with all disabilities, the accommodations you receive for a vision loss will be based upon the severity of the limitations. In this case, the ODA will require your current visual acuity in the form of a recent eye exam (preferably within the last 3 years) and a Certificate of Blindness from the State of Texas. In Texas, legal blindness is defined as having a visual acuity of 20/200 or worse in your better eye. A Certificate of Blindness may also make you eligible for a tuition exemption. To apply for a certificate, contact your local office of the Texas Department of Assistive and Rehabilitative Services' Division of Blind Service.

For students who are legally blind (but not severely visually impaired), reasonable accommodations include, a reserved seat near the front of the class, enlarged font sizes, extended test time, use of magnifiers and other equipment in class. For vision loss worse than 20/200, students have access to Closed Circuit Television (CCTV) to magnify their readings and documents, extra time for exams and in class work, assistive technology, alternative formats for required class materials.

For severe to total blindness, the reasonable accommodation process involves the cooperation of the ODA, the Texas Division of Blind Services and Learning Ally. The most essential service is the conversion of textbooks into an alternative format. This is accomplished by either requesting textbooks from publishers, Learning Ally or the ODA, which uses a high speed digital scanner to create digital texts which can be read back to you using JAWS or other screen reading software. The key to this process is placing your requests for alternative formats as early as possible. The creation of alternative formats takes time, so please decide what classes you want to take as early as possible. If you are approved for alternative formats through the ODA, you are also eligible for early registration through our office. Come to the ODA to register early for these classes and then place your request for alternative formats. You can access the Alternative Format Request form [here](#) to request this service. If you are a new student, remember you must apply for ODA services before any of these formats can be created. Complete the steps found on [Apply for Services](#). You must bring the ODA the actual book or a receipt showing you purchased the book before conversion begins. Occasionally, instructors do not release their booklists until a few days before the start of the semester. Or book vouchers from the Department of Assistive and Rehabilitative Services (DARS) can be delayed. Contact your ODA counselor if this is a problem.

After alternative formats, orientation to our campus is probably the next most important step in preparing to attend classes at UNT. Orientation and mobility services are considered a "personal service" which most universities and colleges do not provide. You must either hire your own orientation specialist or request this service from the Texas Department of Assistive and Rehabilitative Services' Division of Blind Services.

For students in this course which may need visual accessibility assistance, please contact your professor as soon as possible. The material will be made available to you with your ODA letter. A tutor will be assigned to you.

Tutoring Services

ITDS online tutoring is available this semester (see canvas for details)

Zoom sessions will be available (more information to follow)

ITDS tutoring is available daily in the BCIS Lab in BLB 012.

For more information go to: cob.unt.edu/students/tutor-labs

Code of Conduct and Ethics

Academic integrity must be exhibited in your academic work, methods and conduct. Course work for which you receive an individual grade must be your original, individual effort. If any evidence exists of copying, cheating, or any other forms of academic dishonesty on all, or part, of your graded course work, you (and any others involved) will be awarded a ZERO for that work. Sharing files also counts as academic dishonesty. A second incident will result in a grade of F in this course and a recommendation for further action by the office of the Vice President for Student Development.

The instructor will post UNOFFICIAL grade reports using Canvas.

If You Have a Problem or Want to Appeal a Grade

UNT and ITDS have a process for that, and you must follow it – no short cuts allowed:

1. Discuss the problem with your section's grader. If you are not satisfied, then
2. Discuss the problem with your section's teacher. If you are not satisfied, then
3. Discuss the problem with the BCIS 2610 Course Coordinator. If you are not satisfied, then
4. Contact the UNT Center for Student Rights and Responsibilities. Do NOT contact the ITDS Chair.

THREE BEFORE ME RULE: If you have any issues or questions about assignments, class policies and schedules, etc. and want to speak with me (the Professor), please remember the three before me rule as stated in the next sentence.

You must have attempted at least three options before you come to me. You must tell me what you tried and the results before I will answer any questions.

COURSE REQUIREMENTS AND GRADING:

Your grade will be determined on the basis of your performance on the activities identified below. No make-up for exams, simulations, or homework will be given. No "extra work" will be assigned to individuals as a replacement for, or in addition to, these components. All points will show up in Canvas. Be sure to review the grading schema below to determine your letter grade.

EXCEL SIMULATION TRAINING:

Simulation for Excel will be conducted through Cengage MindTap SAM training. During the simulation students will be able to observe, practice, and apply each task while engaging and learning Excel. You will have three attempts to complete the training with the highest-grade counting. Each Excel training will be worth 18 points.

EXCEL TEXTBOOK PROJECT HOMEWORK:

Homework assignments test a student's knowledge of the material. Students will download the necessary data file or files from the specific MindTap link to complete the project assignment. The system marks the file with the user's information, therefore be careful to work only on that file. Save the file according to the instruction and naming conventions given in the assignment. The system will not accept another file or another user's file when uploading. Once the student has completed the assignment, the student will return to the assignment in MindTap to upload their work. Students will receive immediate feedback through the SAM training of what they missed. Students will have three attempts. The highest score will count. Each Excel project will be worth 36 points.

PRACTICE QUIZZES: There will be a practice quiz for each of the Technology for Success modules. Since these are practice quizzes, you will not earn any points for them. They are for practice ONLY. You will have three attempts to take the quiz. There are five random questions. You will have 10 minutes to take the quiz. The questions you missed will be marked missed, but you will not be given the answer. The intent of the practice quiz is to test your knowledge on the material in a practice scenario.

QUIZZES: There will be one quiz for each of the Technology for Success modules. Each one is worth 10 points and you will have three attempts to take the quiz. There will be ten random questions.

VIDEOS: There may be numerous videos throughout each module in MindTap for the Technology for Success textbook. The videos will increase your learning on the subject. You may view them as many times as you like, and they are optional.

EXAMS: There will be three exams during the semester. You will NOT be given a makeup exam for any missed exam. You will be tested on all material assigned or taught in this course which includes the software training, software projects, quizzes, videos, etc. Respondus Lockdown Browser & Monitor is required to take all exams which require a webcam feature. Instructions are posted in canvas.

Attendance

Attendance in an online course is just as important as in a face to face class. Regular attendance is an important factor for student success in any online course. Simply logging into canvas does not constitute participation in the course. I recommend logging in a minimum of three times a week to complete a module. Each module has an opening introduction and overview for the week. There are multiple online readings, videos, training, projects and practice quizzes for each week. I expect students to space the work out. For UNT administrative purposes, attendance must be taken until the 12th day of class or equivalent during shorter semesters.

Students who will miss class work because of a university-sponsored activity must arrange with the instructor to complete any work that will be missed before their absence rather than after the absence. Family events, weddings, ski trips, car trouble, car wrecks, being sick, etc. are NOT what the University considers a “university authorized absence” or a “state law exception”.

If you find that there is no grade recorded for submitted work, or if you want to dispute a grade, you must send your instructor an email about the problem NO LATER THAN 2 DAYS after the submission date. Beyond that date, we will no longer deal with this type of problem.

GRADE CRITERIA: All course work is always due at 11:59 p.m., unless otherwise noted. If you have not finished your Excel project, submit whatever you have completed. You will earn credit for what you complete.

Assignment	Points Possible
Orientation quiz	10
Statement of Understanding BCIS 2610 Policies & Procedures	2
Meet your Classmates discussion	10
10 Excel training @ 18 points each (add 2 extra credit points for each training completion by due date)	180
10 Excel projects @ 36 points each (add 4 bonus points each for each project completion by due date)	360
10 Technology for Success quizzes @ 16 points each	160
3 exams @ 100 points each	300
Total Points Possible	1022

Total Points	Letter Grade
900 & above	A
800 - 899	B
700 - 799	C
600- 699	D

599 & below

F

The due dates for the excel training and projects using MindTap using are assigned in this syllabus. These form a significant part of the course grade and **must be completed by the due date** to receive full credit as well as bonus points (two extra credit points per excel training module and four extra credit points per excel project for completion by due date).

Note: to curve, no extra points, only what is listed in this syllabus

INCOMPLETE GRADES: A grade of “I” will be given only in exceptional circumstances to passing students who have completed at least 70% of the course, and only for circumstances occurring during the last week of regular class meetings. That is, only emergency situations such as an illness or death in your immediate family constitute exceptional circumstances (and these must be fully documented).

PROBLEMS: You have **two days** after the return of an assignment or exam to request a review of its grade. The instructor has final authority to determine the credit for an assignment or examination.

Any problems experienced with the administration of this course must follow the procedure outlined below.

1. Make an appointment and discuss the issue with your instructor.
2. If the problem cannot be resolved at this meeting, you and your instructor complete and sign the Student Problem Form.
3. Make an appointment with the BCIS 2610 course coordinator, Dr. Jack Becker (BLB 312A, becker@unt.edu), bring the completed form, and present the problem.

For those students who find themselves on campus in the Business Leadership Building, the following evacuation procedure are provided:

EMERGENCY EVACUATION PROCEDURES FOR BUSINESS LEADERSHIP BUILDING:

Severe Weather In the event of severe weather, all building occupants should immediately seek shelter in the designated shelter-in-place area in the building. If unable to safely move to the designated shelter-in-place area, seek shelter in a windowless interior room or hallway on the lowest floor of the building. All building occupants should take shelter in rooms 055, 077, 090, and the restrooms on the basement level. In rooms 170, 155, and the restrooms on the first floor.

Bomb Threat/Fire In the event of a bomb threat or fire in the building, all building occupants should immediately evacuate the building using the nearest exit. Once outside, proceed to the designated assembly area. If unable to safely move to the designated assembly area, contact one or more members of your department or unit to let them know you are safe and inform them of your whereabouts. Persons with mobility impairments who are unable to safely exit the building should move to a designated area of refuge and await assistance from emergency responders. All building occupants should immediately evacuate the building and proceed to the south side of Crumley Hall in the grassy area, west of parking lot 24.

Ethical Behaviour and Academic Misconduct: This course adheres to the UNT policy on academic integrity and conduct. The policy can be found at <http://vpaa.unt.edu/academic-integrity.htm>.

ETHICAL ACADEMIC BEHAVIOR IN ITDS CLASSES

The UNT College of Business and the ITDS Department expect their students to behave at all times in an ethical manner. There are at least two reasons for this. First, ethical behavior affirms the personal value and worth of the individual. Second, professionals in all fields (but particularly in information systems, accounting, and HR) frequently handle confidential information on behalf of their employers and clients. Thus, employers of UNT College of Business graduates expect ethical conduct from their employees because that behavior is crucial to the success of the organization. Academic dishonesty is a major violation of ethical behavior.

Students are expected to read (<https://policy.unt.edu/policy/06-003>) UNT's Student Standards of Academic Integrity which defines academic dishonesty and sets out the consequences for unethical academic behavior. Cheating and plagiarism are the most common types of academic dishonesty.

The UNT's Student Standards of Academic Integrity policy defines cheating as: The use of unauthorized assistance in an academic exercise, including but not limited to:

1. Use of any unauthorized assistance to take exams, tests, quizzes or other assessments;
2. Dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems or carrying out other assignments;
3. Acquisition, without permission, of tests, notes or other academic materials belonging to a faculty or staff member of the University;
4. Dual submission of a paper or project, or re-submission of a paper or project to a different class without express permission from the instructor;
5. Any other act designed to give a student an unfair advantage on an academic assignment.

The university's policy defines plagiarism as the "Use of another's thoughts or words without proper attribution in any academic exercise, regardless of the student's intent, including but not limited to:

1. The knowing or negligent use by paraphrase or direct quotation of the published or unpublished work of another person without full and clear acknowledgement or citation.
2. The knowing or negligent unacknowledged use of materials prepared by another person or by an agency engaged in selling term papers or other academic materials.

Examples of academic dishonesty in an ITDS class include: copying answers from another person's paper; using notes during an exam; copying computer code from another person's work; having someone else complete your assignments or take tests on your behalf; stealing code printouts, software, or exams; recycling assignments submitted by others in prior or current semesters as your own; and copying the words or ideas of others from books, articles, reports, presentations, etc. for use as your own thoughts without proper attribution (i.e., plagiarism). It does not matter whether you received permission from the owner of the copied work; claiming the material as your own is still academic dishonesty.

The ITDS Department believes it is very important to protect honest students from unfair competition with anyone trying to gain an advantage through academic dishonesty. Academic dishonesty is not tolerated in ITDS classes, and those who engage in such behavior are subject to sanctions as outlined in the UNT's policy and/or the course syllabus. You are strongly encouraged to read the policy carefully so that you are aware of what constitutes academic dishonesty and the consequences of this unethical behavior.

By taking the mandatory 'Statement of Understanding of BCIS 2610 Policies and Procedures Quiz, online in canvas, I acknowledge my responsibility to read the UNT academic dishonesty policy and the Student Standards of Academic Integrity (<https://policy.unt.edu/policy/06-003>); and attest that I have read and understand the statements in this document and agree to behave ethically in this class. If you do not take the mandatory quiz, I may be dropped from the course.

Schedule (subject to change)*Due by 11:59 p.m. unless otherwise noted*

	Date	Assignment/Exams	Points
Week 1 Day 1	6/1/20	Meet Your Classmates	10
		Orientation Quiz	10
		Statement of Understanding of BCIS 2610 Policies and Procedures Quiz	2
		Getting Started with MindTap	
		Getting Started with Technology for Success	
		Introduction to Technology for Success	
Week 1 Day 2	6/3/20	Excel Module 1 SAM Training Getting Started with Excel	18
		Excel Module 1 SAM Project Getting Started with Excel	36
		Technology for Success Module 1 Quiz (Impact of Digital Technology)	10
Week 1 Day 3	6/5/20	Excel Module 2 SAM Training Formatting Workbook Text and Data	18
		Excel Module 2 SAM Project Formatting Workbook Text and Data	36
		Technology for Success Module 2 Quiz (The Web)	10
Week 2 Day 4	6/8/20	Excel Module 3 SAM Training Performing Calculations with Formulas and Functions	18
		Excel Module 3 SAM Project Performing Calculations with Formulas and Functions	36
		Module 3 Computer Concepts Skills Quiz Technology for Success Module 3 Quiz (Computer Hardware)	10
Week 2 Day 5	6/10/20	Excel Module 4 SAM Training Analyzing and Charting Financial Data	18
		Excel Module 4 SAM Project Analyzing and Charting Financial Data	36
		Technology for Success Module 4 Quiz (Operating Systems and File Management)	10
Week 2 Day 6	6/12/20	Exam 1 (Technology for success modules 1-4) & (Excel 1-4)	100
		Excel Module 6 SAM Training (NOTE: Skip Modules 5 -- Not in Excel Book) Managing Multiple Worksheets and Workbooks	18
		Excel Module 6 SAM Project Managing Multiple Worksheets and Workbooks	36
		Technology for Success Module 5 Quiz (Software and Apps)	10
Week 3 Day 7	6/15/20	Excel Module 7 SAM Training Developing an Excel Application	18

		Excel Module 7 SAM Project Developing an Excel Application	36
		Technology for Success Module 6 Quiz (Security and Safety)	10
Week 3 Day 8	6/17/20	Excel Module 8 SAM Training Working with Advanced Functions	18
		Excel Module 8 SAM Project Working with Advanced Functions	36
		Technology for Success Module 7 Quiz (Digital Media)	10
Week 3 Day 9	6/19/20	Exam 2 (Technology for Success modules 5-7) & (Excel 6-8)	100
Week 4 Day 10	6/22/20	Excel Module 9 SAM Training Exploring Financial Tools and Functions	18
		Excel Module 9 SAM Project Exploring Financial Tools and Functions	36
		Module 8 Computer Concepts Skills Quiz Program and App Use and Development	10
Week 4 Day 11	6/24/20	Excel Module 10 SAM Training Performing What-If-Analyses	18
		Excel Module 10 SAM Project Performing What-If-Analyses	36
		Technology for Success Module 10 Quiz (Networking) NOTE: Skip Module 9 Web Development	10
Week 5 Day 12	6/29/20	Excel Module 11 SAM Training Analyzing Data with Business Intelligence	18
		Excel Module 11 SAM Project Analyzing Data with Business Intelligence	36
		Module 11 Computer Concepts Skills Quiz Digital Communication	10
Day 13	7/2/20	Last day of class Last day to turn in all excel training and projects	
Day 14	7/3/20	Exam 3 (Technology for Success modules 8, 10, & 11) & (Excel 9-11)	100