

## INFO 2130-003 ONLINE - Fall 2023

### Introduction to Business Computing

**Instructor:** Artemis Vouzouni Ashland **Office:** Zoom **Email:** [avouzoun@uncc.edu](mailto:avouzoun@uncc.edu)

**Student Hours:** Online via Zoom Mon, Wed 9:30 am-10:30 am (link on the Canvas Course Home page)

**Course content:** Accessible via <http://canvas.charlotte.edu>

**Class Hours:** Mon, Wed 11:15 am – 12:05 pm online synchronous via Zoom (link on the Canvas Course Home page)  
Fri online asynchronous

**Venue:** Online

**TA:** Anna Minakakis **TA Email:** [aminakak@uncc.edu](mailto:aminakak@uncc.edu)

**TA Student Hours:** Online via Zoom Tue, 2:00 pm - 4:00 pm, Wed, 4:00 pm – 6:00 pm, and Fri, 3:00 pm – 5:00 pm (link on the Canvas Course Home page)

### Syllabus

- *This syllabus contains the policies and expectations I have established for this course. Please read the entire syllabus carefully before continuing in this course. These policies and expectations are intended to create a productive learning atmosphere for all students. Unless you are prepared to abide by these policies and expectations, you risk losing the opportunity to participate further in the course.*
- *The standards and requirements set forth in this syllabus may be modified at any time by the instructor. Notice of such changes will be by announcement in class and/or by changes to this syllabus posted on the course Canvas website.*

### Email Policy

Please use the email address specified above for electronic communication. Please allow at least 48 hours to respond during the workweek. Weekend questions may take longer. **When emailing the instructor or teaching assistant, proper subject lines containing your course and section number are required (Example: INFO 2130 003). Without proper subject lines, your email might be deleted or might not be responded to due to security reasons.**

**No emails regarding clarifications about the course will be returned until the student has completed their syllabus quiz.**

### Catalog Description & Learning Objectives

This course emphasizes the capabilities of computer systems and their applications in business. The course will provide a solid foundation of knowledge about skills that students must develop to effectively use computerized decision tools for typical business problems. Specific objectives include:

- Acquire a strong ability in using the Microsoft Excel software as a decision-making tool.

### Course Materials

Your Niner Course Pack materials are available through Frist Day Complete, a program managed by Barnes & Noble Charlotte that provides digital course materials to students at a discount. If you wish to opt out of First Day Complete, visit [aux.charlotte.edu/niner-pack](http://aux.charlotte.edu/niner-pack) for information. **If you opt out, access to digital course materials available within Canvas will be removed and you are still responsible for**

**purchasing all required course materials, unless you opt back in before the deadline. The Opt-out deadline (Census date) for Fall 2023 is September 1, 2023. You may purchase your materials through Barnes & Noble Charlotte in the Popp Martin Student Union.** For more information about your Niner Course Pack and Q & A, visit [aux.charlotte.edu/niner-course-pack](http://aux.charlotte.edu/niner-course-pack) and/or contact Barnes and Noble College Customer Care at [bookstorecustomercare@bncollege.com](mailto:bookstorecustomercare@bncollege.com) or 1-844-932-6657. Review a video presentation with an overview of the program: <https://www.youtube.com/watch?v=MguEQnVI2uE&t=85s>. To access your digital course materials within Canvas, select "Modules" from the left inner navigation menu of the course homepage and then select one of the publisher's links. For additional help, please watch the following video: <https://video.cengage.com/watch/CGWgJXkMPDcUV1QuuiZWLolinks> [Links to an external site.](#)

### Course Optional (hard copy of textbook):

*Once you have purchased Cengage Unlimited you can rent the textbook for a nominal fee. Login to your Cengage Dashboard to request.* Textbook: New Perspectives Microsoft® Office 365 & Excel 2021: Comprehensive, 1st Edition (Parsons et al.)

### Required Software

#### Microsoft Excel 2021/Office 365:

- UNC Charlotte students can download Office 365 free from <https://software.charlotte.edu/>
  - Make sure to login
  - You want the Office 365 version that downloads to your computer. **(Do not use Excel version from browser as it does not have all tools needed for the course)**
- If you are on campus, the software is available in campus labs (Lab 216, 280, and 339 if they are available) and the library.
- The software is also available via <http://charlotte.apporto.com> with your UNC Charlotte account. Apporto is a virtual computer lab. If you are using a Chromebook or a MAC you will need to use Apporto for some of the assignments because some of the advanced Excel functions are not available in the regular Chromebook and MAC version.

This course focuses on MS Excel 2021/Office 365 in **MS Windows** system. It is your responsibility to check ahead of time that you know how to access and use the software and is not an excuse for late work.

### Workload

This course has been designated as an online synchronous format; therefore, the course will cover the required instructional hours through online synchronous sessions, and asynchronous online activities. **Approximately 10 hours of class and/or assignment work each week will be required to be successful in the class.** Out-of-class work may include, but is not limited to, required reading, watching videos, completing tutorials, practicing, and studying for quizzes and exams. It is your responsibility to manage your other commitments to allow sufficient time to succeed in mastering the material.

Students who come to class prepared and engaged generally do well. If you wait until the last minute (due date) to complete assignments, you risk not having time to reach out for help if needed.

The first 2-3 modules may cover content you are familiar with and therefore may seem easy. However, starting around Module 3, content will become quite challenging especially if you are not engaged.

There are due dates for the entire semester already posted and I will adhere strictly to them. All assignments (but not module case exercises) will be accessible from the first day of the semester until their due date.

### Grading

Component	Percentage
<b>Exams (4)</b> * taken online during scheduled class time	40%
<b>Textbook Assignments (10), Syllabus Quiz</b> * 1-day late policy with 20% reduction	15%
<b>Module Projects (10)</b> * 1-day late policy with 20% reduction	20%
<b>Trainings (10)</b> * 1-day late policy with 20% reduction	10%
<b>Module Case Exercises (10)</b> * completed during our online synchronous classes	10%
<b>Attendance</b>	5%
<b>Total</b>	<b>100%</b>

The final letter grade will be calculated based on the following scale:

Score	Grade
90 -100	A
80 – 89	B
70 – 79	C
60 – 69	D
0 – 59	F

**Grades will be posted on Canvas.** You can set your Canvas preferences to receive notification when grades are available.

#### Please Note:

Please do not ask me to round up or to increase your final grade at the end of the semester. I may not answer those emails or requests. Your final grade will be posted on Canvas and the assigned grade letter is based on the grading scale above.

## Exams

Five equally weighted exams will be given in this course: four during the semester plus a comprehensive final. However, **only four of the exams will be counted towards the grade.** Students may take all five exams and drop the one with the lowest grade.

**Exams will be taken online during class hours on the days designated in the schedule. Students will NOT need to join a Zoom session the day of their exam. I do NOT require a camera during exams. Exams will be done in Cengage via Canvas just like your homework. Exams are “open book.” Any collaboration with others will result in a grade of zero for the exam and the course plus an Academic Integrity citation.**

Should a student miss an exam, that student will receive a grade of zero (0) for that exam. **Make-up exam accommodations will NOT be given except in cases of serious medical emergencies since you can replace a lower exam grade with the optional final exam. If you miss an exam, you can take the optional final exam to replace the zero for that exam. There will be no make-up for the comprehensive final.**

Make-up exam accommodations will **NOT** be given except in cases of serious medical emergencies as evidenced by a written doctor’s excuse. You should also verify your absence by filling out the form at: <https://sass.charlotte.edu/services/absence-verification>. **Permission must be obtained from the professor PRIOR to the scheduled exam time.** Students missing an exam with an approved excuse will be allowed to make up the exam with the professor's approval during the **final exam period.**

Students who like to review their exams must email me and schedule a time during student hours **within 3 days of when grades are posted** to do so. No grade reviews or grade changes will be done beyond this 3-day period.

Exams are a form of intellectual property belonging to those who create them (your professors). Consequently, keeping a copy of an exam or sharing it with others will be considered a violation of the Academic Integrity Code. Such an action will result in an exam grade of zero and may warrant further disciplinary action.

## Assignments (Textbook Assignments, Module Projects, Module Case Exercises)

All assignments assigned for grade are to be completed individually by each student. No collaboration among students is permitted.

Assignments will be completed by downloading files from Mindtap (link in Canvas course) and following the steps outlined in each assignment. Students save their work and upload the file back into Mindtap for grading. **Each textbook assignment, module project, module case exercise can be submitted 3 times and the highest grade will be recorded.** After each submission, a graded report is generated allowing students to fix the errors and re-submit the file.

Once you have completed an Assignment, **you must click the “Submit” button** to submit it. At that time, you may click on “View Report” to view the graded assignment. If the **“Submit”** button is not clicked, you **will not get any credit** for the assignment. Appeals for zero grades in assignment resulting from not clicking the “Submit” button will not be accepted, even if the assignment was otherwise completed. **It is the responsibility of students to ensure that their work is properly submitted for grading.**

When assignments are assigned, each student will download a start file that is uniquely assigned to that student. **The software will detect any attempts at sharing start files, not using the supplied start file, OR copying and pasting of information between files (including Reports). If students are flagged by the system for any of these actions, the software will not allow you to submit your file as this is considered cheating. If students are flagged by the system for any of these actions, all the students involved will receive an automatic zero on that assignment and may invoke the academic integrity review process.**

### Trainings:

All trainings are assigned for grading and are to be completed individually by each student. No collaboration among students is permitted. Trainings are task-based questions in an online interactive and simulated environment. You will be able to take each training unlimited times. There will not be a specified time-limit to complete the trainings.

### Trainings for Exams Practice

These trainings are suggested and provide extra practice prior to each exam; **they are not calculated in the course grade.** These trainings are task-based questions in an online interactive and simulated environment. You may collaborate on these practice trainings.

### Modules

The recommended sequence through the materials for each module is as follows:

1. Read the **Module Objectives.**
2. Complete the assigned **graded SAM Training** (approximately 30 min to complete)
3. Read & Complete the **Textbook graded assignment** (approximately 2-3 hours to complete)
4. Complete the assigned **graded Case Exercise** (approximately 1.5 hours to complete)
5. Read and follow the **Supplemental Materials**, accompanying spreadsheet(s) which are based off the textbook materials.
6. Complete the assigned **Module graded project** (approximately 30 min to complete)
7. Complete the **Trainings for Exams Practice** prior to each midterm exam.

**Extra Credit:** There will be *no extra credit* in this course.

### The Canvas Gradebook is the gradebook of record.

You will be working on assignments in Cengage Mindtap but the grade will be posted to Canvas. The Canvas gradebook contains the weighting to match the syllabus.

### Attendance Policy

Attendance points will be taken during our online synchronous classes. It is the University's policy that you attend classes for which you have registered during their specified days and times. Absence from a Zoom session implies zero attendance for that session.

Absences from Zoom session may be excused by the instructor for such reasons as personal illness, religious holidays, or participating as an authorized University representative in an out-of-town event. To provide evidence of your circumstances, send me an email and verify out absence by filling out the

form at: <https://sass.charlotte.edu/services/absence-verification>. **Whenever possible, students are expected to seek the permission of the instructor prior to absences.**

Also, during our online synchronous class students will be assigned a case exercise to complete and submit in MindTap for grading on the days designated in the schedule.

During our assigned class I will cover topics from the textbook that might need more discussion and be available to help with your Module case exercises and weekly Textbook, Module (Project) assignments.

Class recordings **will** be posted for student viewing.

### Due Dates Policy

The late policy is on **Textbook, Trainings, and Project assignments** only. **If your work is late up to one day (24 hours after the deadline), there will be a flat percentage score deduction of 20% and no help will be provided from the instructor. After 1 day (24 hours), no work will be accepted, and you will receive a zero for that work. In regards to the Textbook and Project assignments, if a student's first submission attempt was made after the assignment deadline, but within 24 hours of the due date, they will be allowed one (1) additional submission attempt - which must also be made within that 24 hour grace period - and the highest grade will be recorded.**

### Technical Difficulties Policy

**You are responsible for maintaining your personal computer/software etc. Personal computer crashes, software crashes, home internet outages, file ruined, flash drive does not work, speed delay and other technical hurdles are not acceptable excuses for assignment extensions or make-ups. You are encouraged to complete your work early and often to avoid issues.**

### TA

Our TA is Anna Minakakis. She will assist with questions on homework and monitor the discussion board on Canvas. If you have a question on an assignment or cannot figure out how to do something, post it to the discussion board and Anna will assist you. If she can't help you, I will jump in. The discussion board can be seen by everyone in this section, so your question and the answer can benefit everyone in the class.

### Grade Appeals Policy

If you believe that the grade you received on an assignment or an exam was in error or unfair, you can appeal to the professor in **writing within three (3) calendar days after the grades are posted**. The appeal should clearly state the reasons why you believe the grade to be unfair or the nature of the error. Overdue appeals will not be considered.

### Class Cancellation

If I am unable to attend class or the University is closed unexpectedly, assume the material will be moved forward to the next meeting unless otherwise specified. Recorded lectures may also be posted on Canvas to avoid impacting the course schedule.

## Academic Integrity

As a program that helps to create business and government leaders, the College of Business has an obligation to ensure academic integrity is of the highest standards. Standards of academic integrity will be enforced in this course.

University regulations will be strictly enforced in all cases of academic irregularities, cheating or plagiarism or any variations thereof. Students assume full responsibility for the content and integrity of the academic work they submit. The guiding principle of academic integrity shall be that a student's submitted work, examinations, reports, and projects must be his/her own work.

All UNCC students have the responsibility to be familiar with and to observe the requirements of The **UNCC Code of Student Academic Integrity** (see the Catalog and <https://academicintegrity.uncc.edu/>). This code forbids cheating, fabrication or falsification of information, multiple submission of academic work, plagiarism of written materials and software projects, abuse of academic materials (such as library books on reserve), and complicity in academic dishonesty (helping others to violate the code). Additional examples of violation of the Code include:

- Representing the work of others as your own.
- Using or obtaining unauthorized assistance in any academic work.
- Giving unauthorized assistance to other students.
- Modifying, without instructor approval, an examination, paper, record, or report for the purpose of obtaining additional credit.
- Misrepresenting the content of submitted work.

Students are expected to report cases of academic dishonesty they become aware of to the course instructor who is responsible for dealing with them.

For this course, it is permissible to assist classmates in general discussions about the homework. General advice and interaction are encouraged. Each person, however, must develop his or her own solutions to the assigned work. Students may not "work together" on graded assignments. Such collaboration constitutes cheating, unless it is a group assignment. A student may not use or copy (by any means) another's work (or portions of it) and represent it as his/her own. If you need help on an assignment, contact your instructor or the TA, not other classmates.

Any further specific requirements or permission regarding academic integrity in this course will be stated by the instructor and are also binding on the students in this course. Students who violate the code can be punished to the extent of being permanently expelled from UNCC and having this fact recorded on their official transcripts. The normal penalty is zero credit on the work involving dishonesty and, potentially, further substantial reduction of the course grade to a lower or failing grade. If you are unclear about whether a particular situation may constitute an honor code violation, you should meet me to discuss the situation. Feel free to discuss the definition of cheating and/or plagiarism with me if you are unclear on these terms or have questions about the acceptability of a particular type of action.

The instructor may ask students to produce identification at examinations and may require students to demonstrate that graded assignments completed outside of class are their own work.

### Laptop Policy

All students taking business courses, which includes all students in this class, are required to have their own personal laptop computer which should adhere to the [minimum requirements as per the laptop policy](https://oneit.charlotte.edu/laptop-policy) with a working webcam and microphone. <https://oneit.charlotte.edu/laptop>

- **It is each student's responsibility** to have a working laptop that meets the minimum requirements in accordance with the Belk College Laptop Policy, has the required course software installed, and is ready for classroom usage.
- It is each student's responsibility to have their laptop charged and ready for usage prior to class and exam time. Students should expect that charging of devices may not be possible during class and exam time. Therefore, battery life should be sufficient to last through an entire class period.

### Electronic Devices in Class

The use of cell phones, smart phones, or other mobile communication devices is disruptive, and is therefore prohibited during in-person and Zoom sessions and exam. Except in emergencies, those using such devices must leave the session for the remainder of the in-person and/or on-line class period and the class grade will be impacted.

**Use of instant messaging, email or other communication technologies during class time is prohibited. Use of computing devices for purposes other than those required for the purposes of the class topic are prohibited. This includes use of laptops, lab computers, phones or other devices for Internet browsing, game playing, reading news, texting, chatting, IM, Facebook, and other activities not required for the class.**

### Class Behavior Policy:

Disruptive behavior distracts from the ability of others to profit from their in-class experience. Such behavior includes but is not limited to arriving late, leaving early, having side conversations, making unnecessary comments that add no value to the class, surfing the net, and any activities that negatively impact the ability of other students to learn and/or listen in class.

Rude and inappropriate behavior will not be tolerated. Since it is my responsibility to provide an environment that is conducive to learning for everyone in the class, I will deduct points from the grade of any student who chooses to repeatedly distract others. In particularly egregious cases, I will have the student permanently removed from the class. Under no circumstances will students be permitted to spend their class time working on assignments for other classes, checking e-mail, surfing the Web, texting, or engaging in activities not related to the class. Attempts to engage in such behavior will be reflected in lower grades and may lead to removal from the course.

### Class Session Recording

Class sessions may be audio- and/or video-recorded for the purposes of student-participant reference and access by other students enrolled in the same course (including students enrolled in different class sections or break-out groups). Student consent to being recorded during class is a condition of class participation. If you do not consent to being recorded during class, you will need to deactivate your video camera, keep your mute button activated, and participate only via the chat feature, but please note that such actions may have a negative impact on any portion of your grade. Students are **not**



**permitted** to make their own recordings of class sessions or to share or distribute University recordings of class sessions. NOTE: Students with specific electronic recording accommodations authorized by the Office of Disability Services may record classes; however, the instructor must be notified of any such accommodation prior to recording. Any distribution of such recordings is prohibited.

### **Neutral video backgrounds**

For remote class participants, video backgrounds must be neutral, and cameras should be positioned in a manner that prevents the introduction of distracting objects, messages, symbols, or other people. Alternatively, students may choose to blur their background, utilize one of the default Zoom virtual backgrounds, or use one of the UNC Charlotte branded backgrounds. Students who do not abide by this policy will be removed from the Zoom session [and counted absent or receive a reduction in their class grade] and will be referred for potential disciplinary action under the Code of Student Responsibility.

### **Webcam requirement**

This course may require you to use a webcam for class sessions and/or assessments. Classes and assessments may be conducted using Zoom or other technology selected by your instructor which may use your computer's webcam or other technologies to communicate, monitor, and/or record classes, class activities, and assessments. Assessments may also be conducted using proctoring software, which may listen to you, monitor your computer screen, view you and your surroundings, and record (including visual and audio recordings) all activity during the proctoring process. Please contact your instructor if you are unable to comply or have any questions or concerns.

### **Disability Accommodations**

UNC Charlotte is committed to access to education. If you have a disability and need academic accommodations, please provide a letter of accommodation from Disability Services early in the semester. For more information on accommodation, contact the Office of Disability Services at 704-687-0040 or visit their office in Fretwell 230.

### **Title IX Reporting Expectations**

UNC Charlotte is committed to providing an environment free of all forms of discrimination and sexual harassment, including sexual assault, domestic violence, dating violence, and stalking. If you (or someone you know) has experienced or experiences any of these incidents, know that you are not alone. UNC Charlotte has staff members trained to support you in navigating campus life, accessing health and counseling services, providing academic and housing accommodations, helping with civil protective orders, and more.

Please be aware that all UNC Charlotte employees, including faculty members, are expected to relay any information or reports of sexual misconduct they receive to the Title IX Coordinator. This means that if you tell me about a situation involving sexual harassment, sexual assault, dating violence, domestic violence, or stalking, I am expected to [report the information to the Title IX Coordinator](#). Although I am expected to report the situation, you will still have options about how your case will be handled, including whether or not you wish to pursue a formal complaint. Our goal is to make sure you are aware of the range of options available to you and have access to the resources you need.

If you wish to speak to someone confidentially, you can contact the following on-campus resources, who are not required to report the incident to the Title IX Coordinator: (1) University Counseling Center

([counselingcenter.uncc.edu](https://counselingcenter.uncc.edu), 7-0311); or (2) Student Health Center ([studenthealth.uncc.edu](https://studenthealth.uncc.edu), 7-7400). Additional information about your options is also available at [titleix.uncc.edu](https://titleix.uncc.edu) under the “Students” tab.

All students are required to abide by the UNC Charlotte [Sexual Harassment Policy](#) and the policy on [Responsible Use of University Computing and Electronic Communication Resources](#). Sexual harassment, as defined in the UNC Charlotte Sexual Harassment Policy, is prohibited, even when carried out through computers or other electronic communications systems, including course-based chat rooms or message boards.

### **Diversity**

The Belk College of Business strives to create an inclusive academic climate in which the dignity of all individuals is respected and maintained. Therefore, we celebrate diversity that includes, but is not limited to ability/disability, age, culture, ethnicity, gender, language, race, religion, sexual orientation, and socio-economic status.

### **Non-Discrimination**

All students and the instructor are expected to engage with each other respectfully. Unwelcome conduct directed toward another person based upon that person’s actual or perceived race, actual or perceived gender, color, religion, age, national origin, ethnicity, disability, or veteran status, or for any other reason, may constitute a violation of University Policy 406, The Code of Student Responsibility. Any student suspected of engaging in such conduct will be referred to the Office of Student Conduct.

### **Incomplete Grade Policy**

Receiving a grade of incomplete (“I”) is not based solely on a student’s failure to complete work or as a means of raising his/her grade by doing additional work after the grade report time. An incomplete grade can be given only when a student has a serious medical problem or other extenuating circumstance that legitimately prevents completion of required work by the due date. In any case, for a student to receive an 'I' grade, the student's work to date should be passing, he/she must have completed a significant portion of the course, and the student must provide proper written proof (e.g., a doctor's note) of the extenuating circumstances.

### **Religious Accommodation for Students Policy**

Students who, acting in accordance with this Policy, miss classes, examinations or other assignments because of a religious practice or belief must be provided with a reasonable alternative opportunity to complete such academic responsibilities. It is the obligation of students to provide faculty with reasonable notice of the dates of religious observances on which they will be absent by submitting a [Request for Religious Accommodation Form](#) to their instructor prior to the census date for enrollment for a given semester. The census date for each semester (typically the tenth day of instruction) can be found in [UNC Charlotte’s academic calendar](#).

### **Ownership of Course Materials**

Lectures and course materials, including presentations, quizzes, exams, outlines, and similar materials, are protected by copyright. The instructor or the publishing company are the exclusive owner of copyright in those materials. I encourage you to take notes and make copies of course materials for your own educational use. However, you may not, nor may you knowingly allow others to reproduce or distribute lecture notes and course materials publicly without my express written consent. This includes providing materials to commercial course material suppliers such as CourseHero and other similar services. Students who publicly distribute or display or help others publicly distribute or display copies

or modified copies of an instructor's course materials may be in violation of University Policy 406, The Code of Student Responsibility.

### Course Changes Policy

The instructor reserves the right to make any necessary changes to the course content, schedule, and policies. Notice of such changes will be made by announcement in class and/or by changes to this syllabus posted on the course Canvas website.

### Tentative Schedule

Mon	Wed	Fri	Topic	Work Due
08/21	08/23	08/25	Syllabus Review/Course Overview/SAM Setup  Starting with SAM Trainings	Get a Cengage Account
08/28	08/30	09/01	Module 1 - Getting Started with Excel  Module 1 Case Exercise  Help with Module 1 Project  Guest speaker	Module 1 Training (due 09/03 by 11:59 pm)  Syllabus Quiz (Canvas, due 09/03 by 11:59 pm)
<b>09/04 No Class</b>	09/06	09/08	<b>Labor Day (09/04) – No Class</b>  Module 2 – Formatting Workbook Text and Data	TB 1 Assignment (due 09/05 by 11:59 pm)  Module 1 Case Exercise (due 09/06 by 11:59 pm)  Module 1 Project (due 09/06 by 11:59 pm)  Module 2 Training (due 09/08 by 11:59 pm)
09/11	09/13	09/15	Module 2 Case Exercise  Help with Module 2 Project  Module 3 – Performing Calculations with Formulas and Functions	TB 2 Assignment (due 09/11 by 11:59 pm)  Module 2 Case Exercise (due 09/13 by 11:59 pm)  Module 2 Project (due 09/13 by 11:59 pm)  Module 3 Training (due 09/15 by 11:59 pm)
09/18	09/20	09/22	Module 3 Case Exercise  Help with Module 3 Project  Module 4 – Analyzing and Charting Financial Data	TB 3 Assignment (due 09/18 by 11:59 pm)  Module 3 Case Exercise (due 09/20 by 11:59 pm)  Module 3 Project (due 09/20 by 11:59 pm)  Module 4 Training (due 09/22 by 11:59 pm)

09/25	09/27	09/29	Module 4 Case Exercise Help with Module 4 Project	TB 4 Assignment (due 09/25 by 11:59 pm) Module 4 Case Exercise (due 09/27 by 11:59 pm) Module 4 Project (due 09/27 by 11:59 pm)
<b>10/02</b>	10/04	10/06	<b>Guest speaker</b>  <b>Exam 1 (Modules 1-4)</b> Module 5 – Generating Reports from Multiples Worksheets and Workbooks	<b>Exam 1 (available at 11:15 am, on 10/02 due by 12:05 pm)</b> Module 5 Training (due 10/06 by 11:59 pm)
10/09	10/11	10/13	Module 5 Case Exercise Help with Module 5 Project  Module 6 – Managing Data with Data Tools	TB 5 Assignment (due 10/09 by 11:59 pm) Module 5 Case Exercise (due 10/11 by 11:59 pm) Module 5 Project (due 10/11 by 11:59 pm) Module 6 Training (due 10/13 by 11:59 pm)
10/16	10/18	10/20	Module 6 Case Exercise Help with Module 6 Project	TB 6 Assignment (due 10/16 by 11:59 pm) Module 6 Case Exercise (due 10/18 by 11:59 pm) Module 6 Project (due 10/18 by 11:59 pm)
<b>10/23 No Class</b>	<b>10/25</b>	10/27	<b>Student Recess (10/23-10/24) – No Classes</b>  <b>Exam 2 (Modules 5-6)</b>  Module 7 – Summarizing Data with PivotTables	<b>Exam 2 (available at 11:15 am, on 10/25 due by 12:05 pm)</b> Module 7 Training (due 10/27 by 11:59 pm)
10/30	11/01	11/03	Module 7 Case Exercise Help with Module 7 Project  Module 8 – Performing What-If Analyses	TB 7 Assignment (due 10/30 by 11:59 pm) Module 7 Case Exercise (due 11/01 by 11:59 pm) Module 7 Project (due 11/01 by 11:59 pm) Module 8 Training (due 11/03 by 11:59 pm)
11/06	11/08	<b>11/10</b>	Module 8 Case Exercise Help with Module 8 Project  Module 10 – Analyzing Data with Business Intelligence Tools  <b>Veteran’s Day (11/10) – No Class</b>	TB 8 Assignment (due 11/06 by 11:59 pm) Module 8 Case Exercise (due 11/08 by 11:59 pm) Module 8 Project (due 11/08 by 11:59 pm) Module 10 Training (due 11/11 by 11:59 pm)

11/13	11/15	11/17	Module 10 Case Exercise  Help with Module 10 Project  Module 12 – Developing an Excel Application	TB 10 Assignment (due 11/13 by 11:59 pm)  Module 10 Case Exercise (due 11/15 by 11:59 pm)  Module 10 Project (due 11/15 by 11:59 pm)  Module 12 Training (due 11/17 by 11:59 pm)
11/20	11/22 No Class	11/24 No Class	Exam 3 (Modules 7-8)  Thanksgiving Break (11/22-11/25) – No Classes	Exam 3 (available at 11:15 am, on 11/20 due by 12:05 pm)
11/27	11/29	12/01	Module 12 Case Exercise  Help with Module 12 Project	TB 12 Assignment (due 11/27 by 11:59 pm)  Module 12 Case Exercise (due 11/29 by 11:59 pm)  Module 12 Project (due 11/29 by 11:59 pm)
12/04	12/06		Exam 4 (Modules 10, 12)  Last Day of Class (12/06)	Exam 4 (available at 11:15 am, on 12/04 due by 12:05 pm)
			Optional Final Exam (Modules 1-8, 10, 12)	Date and time TBD