INFO 2130 – Introduction to Business Computing
Spring 2012

Instructor: Xun Li
Office: Friday 254B
Email: xli26@uncc.edu
Course Website: Moodle
Section: INFO 2130, Section 007
Office Hours: Tuesday, Thursday 2:00PM-3:00PM

Course Description and 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:

- Develop introductory level ability in web site design.
- Acquire strong ability in using Microsoft Excel and Access software as tools in decision-making.
- This is an online course where you have to do all the work online. You will be coming to classes for the orientation session, review sessions and the exams. The meeting schedule is as following:
<table>
<thead>
<tr>
<th>Meeting</th>
<th>Day and Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Orientation</td>
<td>Aug. 24 – 2:00PM ~ 3:15PM</td>
<td>Lab 280 &amp; Lab 339, Friday Building</td>
</tr>
<tr>
<td>Web Design Project &amp; SAM2010</td>
<td>Aug. 31 – 2:00PM ~ 3:15PM</td>
<td>Lab 280 &amp; Lab 39, Friday Building</td>
</tr>
<tr>
<td>Review for Excel Project 1 &amp; Exam 1</td>
<td>Sep. 21 – 2:00PM ~ 3:15PM</td>
<td>Lab 280 &amp; Lab 39, Friday Building</td>
</tr>
<tr>
<td>Exam 1</td>
<td>Sep. 28 – 2:00PM ~ 3:15PM</td>
<td>Lab 280 &amp; Lab 39, Friday Building</td>
</tr>
<tr>
<td>Review for Excel Project 2</td>
<td>Oct. 5 – 2:00PM ~ 3:15PM</td>
<td>Lab 280 &amp; Lab 39, Friday Building</td>
</tr>
<tr>
<td>Review for Excel Project 3 &amp; Exam 2</td>
<td>Oct. 12 – 2:00PM ~ 3:15PM</td>
<td>Lab 280 &amp; Lab 39, Friday Building</td>
</tr>
<tr>
<td>Exam 2</td>
<td>Oct. 19 – 2:00PM ~ 3:15PM</td>
<td>Lab 280 &amp; Lab 39, Friday Building</td>
</tr>
<tr>
<td>Review for Excel Project 4 &amp; Exam 3</td>
<td>Nov. 2 – 2:00PM ~ 3:15PM</td>
<td>Lab 280 &amp; Lab 39, Friday Building</td>
</tr>
<tr>
<td>Exam 3</td>
<td>Nov. 9 – 2:00PM ~ 3:15PM</td>
<td>Lab 280 &amp; Lab 39, Friday Building</td>
</tr>
<tr>
<td>Review for Access Project &amp; Exam</td>
<td>Nov. 28 – 7:00PM ~ 9:00PM</td>
<td>Lab 280 &amp; Lab 39, Friday Building</td>
</tr>
<tr>
<td>Exam 4 (Access Exam)</td>
<td>Nov. 30 – 2:00PM ~ 3:15PM</td>
<td>Lab 280 &amp; Lab 39, Friday Building</td>
</tr>
<tr>
<td>Comprehensive Exam (Optional)</td>
<td>Dec. 14</td>
<td>Lab 280 &amp; Lab 39, Friday Building</td>
</tr>
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</table>

Note: Please find the room according to the first letter of your last name.
A-H: Lab 280 I-Z: Lab 339

**Work Load:**

- Skills you learn in this class will be applied again and again throughout the remainder of your college education and in your careers. Consequently, you should expect to work hard in this course to develop these skills.

- Access to a personal computer at home would enhance your ability to learn the software tools used to illustrate course concepts and is, therefore, highly recommended, although not necessary, for successful completion of the course.

- It is expected that you will spend 9-15 hours per week to study and practice via SAM 2010 and Moodle systems. It is your responsibility to manage your other commitments to allow sufficient time to succeed in mastering the material.
Course Text Book
The textbooks used in this course include textbooks covering Microsoft Excel and Access, a chapter on the Web, and a set of Excel cases. They are:

1. **New Perspectives on Microsoft Office Excel 2010, Comprehensive**
   Parsons et al.

2. **New Perspectives on Microsoft Office Access 2010, Brief (Chapters 1-4)**
   Adamski et al.

3. **SAM 2010 Assessment, Projects, and Training v2.0 (180 day subscription)**
   Course Technology


Please Note:

The textbooks are available in a **bundle** as a single custom spiral from the campus bookstore or from Gray's. They may also be purchased separately from a variety of sources, including from online. Please note that the **SAM 2010 v2.0** resource that is included in the bundle contains a Key Code that will only work if it has not been used before! If you have you have to buy only SAM, please visit the publisher link given above. *If you are choosing to use “used” text book, you’ll have to purchase SAM 2010 access code.*

The bookstore keeps textbooks in stock for only a limited time, so make sure to get yours as quickly as possible.
Course Material:

Access to online material:
Each of the text books is linked to it publisher's web site. Some exercises require access to files on these sites. To access this material online, please follow the following links for the specified respective course material:

- **New Perspectives on Microsoft Office Excel 2010, Comprehensive**
  

- **New Perspectives on Microsoft Office Access 2010, Brief, 1st Edition**


- **SAM 2010**

  [http://sam2010.course.com](http://sam2010.course.com)

- All the course material will be posted on Moodle.
- If you need help with information about computing at UNCC, please visit the website:

  [http://www.labs.uncc.edu](http://www.labs.uncc.edu)

  **It is important for you to be comfortable with accessing your UNCC email account, banner system and Moodle.**

Access to share point designer 2010:

- Available in all UNCC labs and library.

- Free download available from:


Access to MS Excel and Access 2010:

- Available in UNCC labs and library.

**Please Note:**

* Please Note that we will **only** be using MS Excel and MS Access 2010 in this class. Make sure you do your non simulation based home works, projects and assignments relating to MS Excel and MS Access in 2010 version **ONLY**.
Course Evaluation

<table>
<thead>
<tr>
<th>Course Component</th>
<th>Weight</th>
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<tbody>
<tr>
<td>Website Project</td>
<td>10%</td>
</tr>
<tr>
<td>Homework Assignments</td>
<td>10%</td>
</tr>
<tr>
<td>Exam 1 - HTML and Excel</td>
<td>15%</td>
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<tr>
<td>Exam 2 - Excel</td>
<td>15%</td>
</tr>
<tr>
<td>Exam 3 – Excel</td>
<td>15%</td>
</tr>
<tr>
<td>Exam 4 – Access</td>
<td>15%</td>
</tr>
<tr>
<td>Access Project</td>
<td>5%</td>
</tr>
<tr>
<td>Excel Projects (Combined)</td>
<td>15%</td>
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Final Comprehensive Exam: There will be an OPTIONAL final comprehensive exam. If you wish to replace a score of one of your exams, or have missed one of the exams, you can choose to take the final comprehensive exam. This is an opportunity for the students to improve their overall grades.

Please Note:
The there will be no extra credit in this course.

Grading Scale:

<table>
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<tr>
<th>Score</th>
<th>Grade</th>
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<tbody>
<tr>
<td>90 -100</td>
<td>A</td>
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<tr>
<td>80 – 89.99</td>
<td>B</td>
</tr>
<tr>
<td>70 – 79.99</td>
<td>C</td>
</tr>
<tr>
<td>60 – 69.99</td>
<td>D</td>
</tr>
<tr>
<td>0 – 59.99</td>
<td>F</td>
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Course Policies

Participation Policy

- Students will be responsible for any material covered, announcements made, assignments passed out, and any other type of work posted on Moodle or SAM2010.

Communication via Moodle and e-mail

- Outside the class, I’ll be communicating with you via moodle and email. Make sure you check your email and access your moodle account regularly (and I mean regularly). I will not be responsible for you missing on any information communicated via moodle and email regarding the course.
eMail Policy
- Please use my email address specified in the beginning of the syllabus for electronic communication.

- I check my email several times a day, but NOT every minute. Once you’ve sent me a query, give me at least 24 hours to respond it.

- Including a subject to the email will help me manage the volume of email

Due Dates Policy
- A deadline is like a ticket for a cruise. If you arrive after the scheduled departure time, the ship will have sailed without you and your ticket (homework/ projects) will be worthless. Homework and projects must be submitted ahead of time to avoid missing deadlines.

- Late homework and projects will not be accepted, and you will receive a zero for that assignment. No exceptions will be made. If you know you will miss class, make arrangements to turn in your work ahead of time.

Examinations Policy
- Make-up exams will NOT be given except in cases of serious medical emergencies as evidenced by a written doctor's excuse. 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 my approval.

Electronic Devices in Class Policy
- Use of cellular phones, pagers, music players, radios, and similar devices are prohibited in the classroom.

- Cellular phones MUST BE TURNED OFF DURING CLASS. Pagers must be set to vibrate, rather than beep.

- Calculators and computers (laptops, iPods, iPads, iPhones, etc.) are prohibited during examinations and quizzes.

- Laptop-size computers may be used in review sections for the purpose of taking notes.

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.

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 me in writing within 1 week of its return to the class. 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.

- I would encourage you to check your SAM 2010 reports and moodle grade book regularly for updated scores.

University Policies

Student Conduct Policy

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 that of the student's 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 also http://integrity.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.

For this class, it is permissible to assist classmates in general discussions of computing techniques. General advice and interaction are encouraged. Each person, however, must develop his or her own solutions to the assigned homework and laboratory exercises. 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 further substantial reduction of the course grade. In almost all cases, the course grade is reduced to "F." If you are unclear about whether a particular situation may constitute an honor code violation, you should meet with the instructor to discuss the situation.

If you do not have a copy of the code, you can obtain one from the Dean of Students Office.

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

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.

Use of Computing Resources Policy
For the purposes of the course you will be given access to a variety of computing resources. These resources are to be used only for the purposes of this course. Intentional or grossly negligent disruptive and/or illegal use of the resources will result at a minimum in a loss of access privileges and a failing grade for the course. Further action will be taken as necessary. All University Policies on the use of Computing Resources apply.

Disabilities Policy
In compliance with the Americans with Disabilities Act (ADA), all qualified students enrolled in this course are entitled to “reasonable accommodations.” Please notify the instructor during the first week of class of any accommodations needed for the course.
Value 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.

Incomplete Policy
Students will not be given an incomplete grade in the course without sound reason and documented evidence as described in the Student Handbook. In any case, for a student to receive an incomplete, he or she must be passing and must have completed a significant portion of the course.

Lab Assistants Policy
The job of the lab assistants working in the UNC Charlotte computer labs is to:

1. Check out software to students with a UNCC ID.
2. Monitor lab use to ensure that hardware and software is not abused.
3. Assist students with hardware/software malfunctions.

The job of the lab assistants is NOT to help students with homework or projects.

Course Changes Policy
The instructor reserves the right to make any necessary changes to the course content, schedule, and policies. Changes will be announced in class and will also be posted online and communicated via email.

Course Outline
Course line is tentative and Instructor has a right to change it.

This study plan will help you regulate the course work load over the semester. Following the study plan will ensure that you don’t miss out on anything. For web development module, listen to the lectures posted on Moodle, go over the power point slides and any other documents provided.

For MS Excel and MS Access, you must be registered with SAM 2010. For each chapter (Tutorial), you will be assigned a training assignment in SAM. You might also be assigned a project from that tutorial. You are responsible to cover the following material for each assigned tutorial:

- Reading and practicing book chapter (10 Chapters for Excel and 4 Chapters for Access)
- Completing SAM Training (10 Trainings for Excel and 4 Trainings for Access)
- Completing Project (if assigned) (4 Excel Projects and 1 Access Project)
<table>
<thead>
<tr>
<th>Week</th>
<th>Topics/ Due Tasks</th>
<th>Assignments</th>
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<tbody>
<tr>
<td>Week 1</td>
<td>First Meeting in Class (in Lab)</td>
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<tr>
<td>(Aug. 20 ~ 24)</td>
<td>Course Introduction</td>
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<td>Introduction to web development – GUI introduction</td>
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<td></td>
<td><strong>Registering with SAM 2010</strong></td>
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<tr>
<td>Week 2</td>
<td>Meet for Web Design Project</td>
<td><strong>Web Design Project Assigned (Aug. 28)</strong></td>
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<tr>
<td>(Aug. 27 ~ 31)</td>
<td>Basic elements of a web site</td>
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<td>Introduction to XHTML</td>
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<tr>
<td>Week 3</td>
<td>Hyperlinks and Images</td>
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<tr>
<td>(Sep. 3 - 7)</td>
<td>Web site Project Requirements</td>
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<td></td>
<td>Bookmarks/Tables</td>
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<td></td>
<td>Uploading web site at UNC Charlotte Web Server</td>
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<tr>
<td>Week 4</td>
<td>Starting with SAM 2010</td>
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<tr>
<td>(Sep. 10 - 14)</td>
<td>Excel Tutorials 1 - Getting started with Excel</td>
<td>Training for Excel Tutorial 1</td>
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<td></td>
<td>Excel Tutorials 2 - Basic formatting</td>
<td>Training for Excel Tutorial 2</td>
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<td></td>
<td><strong>Web Design Project Due - Sep. 14, 5 PM on Moodle</strong></td>
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<tr>
<td>Week 5</td>
<td><strong>Excel Tutorial 3 - Working with Formulas and Functions: Developing a Budget, EX113</strong></td>
<td>Training for Excel Tutorial 3</td>
</tr>
<tr>
<td>(Sep. 17 - 21)</td>
<td><strong>Excel Project 1 Assigned (Sep. 17) (SAM Project 3)</strong></td>
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<td></td>
<td><strong>Excel Tutorial 4 - Working with Charts and Graphics: Charting Financial Data, EX161</strong></td>
<td>Training for Excel Tutorial 4</td>
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<td><strong>Review for Excel Project 1 &amp; Exam 1</strong></td>
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<tr>
<td></td>
<td><strong>Trainings for Excel Tutorials 1,2,3,4 Due - Sep 23, 11:59 pm on SAM</strong></td>
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</tbody>
</table>
| Week 6  
(Sep. 24 - 28) | F (9/28) | **Exam 1 (Sep. 28)**  
Share point designer, Excel Tutorials 1-4  
**Exam 1 (Sep. 28)**  
Share point designer, Excel Tutorials 1-4  
**Excel Tutorial 5** - Working with Excel Tables, PivotTables, and Pivot Charts: Tracking Museum Art Objects, EX217  
**Excel Project 2 Assigned**  
(Sep. 28) (SAM Project 5)  
**Excel project 1 Due** - Sep. 25, 11:59 PM on SAM |  
**Training for Excel Tutorial 5**  
**Excel Tutorial 5** - Working with Excel Tables, PivotTables, and Pivot Charts: Tracking Museum Art Objects, EX217  
**Excel Project 2 Assigned**  
(Sep. 28) (SAM Project 5)  
**Excel project 1 Due** - Sep. 25, 11:59 PM on SAM |
| Week 7  
(Oct. 1 - 5) | F (10/5) | **Review for Excel Project 2**  
**Review for Excel Project 2**  
**Excel Tutorial 6** - Managing Multiple Worksheets and Workbooks: Summarizing Ticket Sales, EX281  
**Excel Project 2 Due** - Oct. 7, 11:59 PM on SAM |  
**Training for Excel Tutorial 6**  
**Excel Tutorial 6** - Managing Multiple Worksheets and Workbooks: Summarizing Ticket Sales, EX281  
**Excel Project 2 Due** - Oct. 7, 11:59 PM on SAM |
| Week 8  
(Oct. 8 - 12) | F(10/12) | **Review for Excel Project 3 & Exam 2**  
**Review for Excel Project 3 & Exam 2**  
**Excel Tutorial 7** - Using Advanced Functions, Conditional Formatting, and Filtering: Reviewing Employee Data, EX337  
**Excel Project 3 Assigned**  
(Oct. 10) (SAM Project 7) |  
**Training for Excel Tutorial 7**  
**Excel Tutorial 7** - Using Advanced Functions, Conditional Formatting, and Filtering: Reviewing Employee Data, EX337  
**Excel Project 3 Assigned**  
(Oct. 10) (SAM Project 7) |
| Week 9  
(Oct. 15 - 19) | F(10/19) | **Exam 2 (Oct 19)**  
**Exam 2 (Oct 19)**  
**Excel Tutorials 5, 6, 7**  
**Trainings for Excel Tutorials 5, 6, 7**  
Due Oct.18, 11:59 pm on SAM |  
**Training for Excel Tutorial 10**  
**Training for Excel Tutorial 8**  
**Exam 2 (Oct 19)**  
**Exam 2 (Oct 19)**  
**Excel Tutorials 5, 6, 7**  
**Trainings for Excel Tutorials 5, 6, 7**  
Due Oct.18, 11:59 pm on SAM |
| Week 10  
(Oct. 22 - 26) |  | **Excel Tutorial 8** - Developing an Excel Application: Creating an Invoice, EX393  
**Excel Tutorial 8** - Developing an Excel Application: Creating an Invoice, EX393  
**Excel Tutorial 10** - Performing What-If Analyses: Analyzing the Cost-Volume-Profit Relationship, EX517  
**Training for Excel Tutorial 10**  
**Training for Excel Tutorial 8**  
**Excel Tutorial 8** - Developing an Excel Application: Creating an Invoice, EX393  
**Excel Tutorial 10** - Performing What-If Analyses: Analyzing the Cost-Volume-Profit Relationship, EX517 |  
**Training for Excel Tutorial 10**  
**Training for Excel Tutorial 8**  
**Excel Tutorial 8** - Developing an Excel Application: Creating an Invoice, EX393  
**Excel Tutorial 10** - Performing What-If Analyses: Analyzing the Cost-Volume-Profit Relationship, EX517 |
| Week 11  
(Oct. 29 - Nov. 2) | F(11/2) | **Review for Excel Project 4 & Exam 3** |
|-------------------|---------|----------------------------------------|
| **Excel Tutorial 10** - Performing What-If Analyses: Analyzing the Cost-Volume-Profit Relationship, EX517 | | **Excel Project 4 Assigned** 
(Oct. 29) (SAM Project 10) |
| **Excel Tutorial 11** - Connecting to External Data: Importing Financial Data from Several Sources, EX575 | | |

| Week 12  
(Nov. 5 - 9) | F (11/9) | **Exam 3 (Nov. 9)** 
**Excel Tutorials 8,10,11** |
<table>
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<tbody>
<tr>
<td><strong>Excel Tutorial 11</strong> - Connecting to External Data: Importing Financial Data from Several Sources, EX575</td>
<td></td>
<td><strong>Training for Excel Tutorial 11</strong></td>
</tr>
<tr>
<td><strong>Excel Project 4 Due - Nov. 9, 11:59 PM on SAM</strong></td>
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<tr>
<td><strong>Trainings for Excel Tutorials 8, 10, 11 Due - Nov 8, 11:59 pm on SAM</strong></td>
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| Week 13  
(Nov. 12 - 16) | | **Access Tutorial 1** - Creating a Database: Creating a Database to Contain Customer, Contract, and Invoice Data, AC1 |
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<tbody>
<tr>
<td><strong>Access Tutorial 2</strong> - Building a Database and Defining Table Relationships: Creating the Invoice and Customer Tables, AC45</td>
<td></td>
<td><strong>Training for Access Tutorial 1</strong></td>
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<td><strong>Training for Access Tutorial 2</strong></td>
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| Week 14  
(Nov. 19 - 23)  
Nov. 21~24 - Thanksgiving break | | **Access Tutorial 3** - Maintaining and Querying a Database: Updating and Retrieving Information About Customers, Contracts, and Invoices, AC99 |
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<tbody>
<tr>
<td></td>
<td></td>
<td><strong>Training for Access Tutorials 3</strong></td>
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</table>
| | | **Access Project Assigned** 
(Nov. 19)** |
| Week 15  
( Nov. 26 - 30) | Access Tutorial 4 – Creating Forms and Reports | Training for Access Tutorials 4 |
|---------------|------------------------------------------------|-------------------------------|
| **W (11/28)**  
7PM~9PM | **Access Project & Exam Review** |   |
| **F (11/30)** | Access project Due - Dec. 29, 11:59 PM on SAM |   |

- Access project Due - Dec. 29, 11:59 PM on SAM
- Exam 4 (Nov. 30)  
  Access Tutorials 1,2,3,4

| Week 16  
( Dec. 3 - 7) | Project Days! |   |
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<tbody>
<tr>
<td>Dec. 5 - Last day of classes</td>
<td>Trainings for Access Tutorials 1,2,3 Due - Dec 3, 11:59 pm on SAM</td>
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| Week 17  
( Dec. 10 - 14) | F (12/14) |   |
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<tbody>
<tr>
<td>Final Week</td>
<td>Optional (Comprehensive) Exam!</td>
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