Introduction to Microcomputers
Spring 2017 Syllabus
CISA-110-69899; 01/18/2017-05/27/2017; Online
CISA-110-69900; 01/18/2017-05/27/2017; Monday, Wednesday 11:00AM - 12:15PM, Bldg 1400, Room 1432
3 units: 3 hours lecture, 1 hour lab.

Professor:	Robert Miller
Office:	1031-H
Hours:	http://www.napavalley.edu/people/rmiller
Faculty Webpage:	http://www.napavalley.edu/people/rmiller
E-Mail:	Use the, "Inbox" link in Canvas.
	Any communication about the class must occur in Canvas. I do not reply to any message in my college email from a student about an online and/or hybrid class.
Phone:	(707)256-7755

Course Description
This is an introduction to microcomputers and microcomputer applications, introducing important concepts for the effective use of the user interface, word processor, spreadsheet, database, and Internet. These concepts will be reinforced by hands-on experience both inside and outside of the classroom. *Napa Valley College Catalog 2016-2017*

1. Student Learning Outcomes:
A.   Utilize Microsoft Windows, Microsoft Office, E-Mail, and a Web Browser.

Results of assessments completed in the course may be used for the purpose of Learning Outcomes Assessment data collection for the improvement of institutional effectiveness. Any sample, in whole or part of the work, will be used anonymously. If you do not want these results used for the purpose of Learning Outcomes Assessment data collection for the improvement of institutional effectiveness, please notify the Instructor prior to the end of the semester in which the assessment was completed.

2. Course Objectives: Upon completion of this course, the student will be able to:
A.   Explain the purpose, operation, and care of hardware components.
B.   Identify the types of application software and explain their purpose or use.
C.   Understand the basics of an operating system.
D.   Explain file management techniques.
E.   Explain the purposes, functions, and common features of: * Word processing software. * Spreadsheet software. * Database software. * Presentation software. * Communications software.
F.   Share data between programs.

3. Course Content
A.   Overview of essential computer concepts.
B.   Microsoft Windows operating system and the basics of using a graphical user interface.
C.   Basics of working with files.
D.   Basics of a program suite.
E.   Database systems using Microsoft Access.
F.   Creating spreadsheets using Microsoft Excel.
G.   Presentation software using Microsoft Power Point.
H.   Word processor using Microsoft Word.
I.   Web browser and email using Internet Explorer and Outlook or web based email.
J.   Basics of using software applications together and how to share data between them.

Recommended Preparation
CISA 170 or equivalent

Required Text/Materials/Web Items
Students are responsible for buying the required items below.
- Textbook
  - GO! with Office 2016 Volume 1
    Gaskin, Vargas, Geoghan & Graviett
    ©2017 | Spiral Bound | ISBN-13: 9780134320779

    The Instructor IS NOT responsible for any items purchased either at the college bookstore or elsewhere. If you have any questions/issues regarding purchase policies, you must deal with the place of purchase directly.

    Canvas: https://napavalley.instructure.com

Canvas Login:
http://mynvc.napavalley.edu

College Library Computers
There are computers available for student use during open hours and subject to availability.

Personal Computer Setup Instructions
Access to a computer running:
- Operating System: Microsoft Windows 10 or Apple Mac OS X Sierra
- Google Chrome 49 or newer
  - Pop-up windows must be allowed.
  - Session cookies must be enabled.
  - JavaScript must be enabled.
- Broadband Internet Connection is required.
- A two-button mouse

Frequently Asked Questions

How to allow pop-ups in Google Chrome
"Allow pop-ups from a site
On your computer, open Chrome.
Find a page that has pop-ups blocked for you.
In the address bar, click Pop-ups blocked Pop-ups blocked.
Click the link for the pop-up window you'd like to see.
To always see pop-ups for the site, select Always show pop-ups from [site] and then Done."*
*https://support.google.com/chrome/answer/95472?hl=en

How to Login to Canvas:
1. Open Web Browser
2. Go to http://mynvc.napavalley.edu .
3. Enter your, "Username"
   a. Your new username is made using your first initial, your last name, the last 5 numbers of your student ID (NOT your SSN), and our new email domain information (@student.napavalley.edu). Here is an example for Cathy Gillis: cgillis48524@student.napavalley.edu
4. Enter your, "Password"
   a. Your password is your birthday in this format MM-DD-YY There must be two digits for each, so add a zero if necessary. Example: birthday is 3/2/1998 the password would be: 030298

5. Click, "CISA_101_Computer Information Systems" OR, "CISA_110_Introduction to Microcomputers"
6. Click, "Account"
7. Click, "Logout"
8. Be careful that you close out ALL windows/tabs when you are done.

How to Log-In to MyLab and Mastering (MyITLab):

1. Click, "Home"
2. Click the, "Student Registration Instructions for MyLab & Modified Mastering registration-instruction…"
3. In MyITLab you may request temporary access for approximately 14 days before payment is required or an access code is required.
4. Please remember to access MyLab and Mastering through Canvas each time.
5. This is a Canvas-linked course and so a Course ID should not be required. (This is different from the purchased access code as mentioned above).

How to change from temporary to full access:
MYLAB & MASTERING FOR LEARNING MANAGEMENT SYSTEMS: CHANGE FROM TEMPORARY TO FULL ACCESS
https://support.pearson.com/getsupport/s/article/MyLab-Mastering-for-Learning-Management-Systems-Change-from-Temporary-to-Full-MyLab-Access (Links to an external site.)

Student Guide: MyITLab
http://www.pageturnpro.com/Pearson-Education/71691-Student-Guide-MyITLab-for-Office-2016/index.html#1

How to access eText in CISA-110:

1. Click, "MyLab and Mastering"
2. Click, "MyITLab Course Content"
3. Click, "eText"
4. Click, "GO! with Microsoft Office 2016 Volume 1: eText"
5. Click, "HERE"

How to purchase a Print upgrade in CISA-110 if you want to order a physical printed copy:

1. Click, "MyLab and Mastering"
2. Click, "MyITLab Course Content"
3. Click, "eText"
4. Click, "GO! with Microsoft Office 2016 Volume 1: Print Upgrade"
5. Click, "HERE"

How to access Modules in Canvas for Assignments, Discussions, Presentations, Quizzes, and Soundbytes when applicable:

1. Click "Modules".
2. Select Current Module (example, "Module 1.").
3. Select Current Presentation (example, "go_intro01.pptx...").

How to access Assignments in MyITLab:
1. Click "MyLab and Mastering".
2. Click, "MyITLab Course Content".
3. Select Current Assignment (example, "…Chapter 1: Simulation Training").

How to review if multiple attempts are allowed on a Quiz Assignment in Canvas:
1. Click, "Modules".

2. Select the quiz, for example, "Quiz 1".
3. If multiple attempts are allowed, "Allowed Attempts" will display.
    a. If multiple attempts are not allowed, "Allowed Attempts" will not display.

How to review how many attempts are allowed on a Simulation Training Assignment in MyITLab:
1. Click, "MyLab and Mastering"
2. Click, "MyITLab Course Home"
3. Click, "Course Materials"
4. Select Assignment for example, "Windows 10 Simulation Training"
5. Click, "Options".
6. Click, "View Submissions".
7. Click, "Show Info".
8. Review, "Attempts Allowed".

What if the computer I'm using does not have function keys or the necessary keys to complete a task in MyITLab?
1. Review, "MYITLAB: USING THE VIRTUAL KEYBOARD"
   https://support.pearson.com/getsupport/s/article/ka0b0000000HrQmAAK/MyITLab-Using-the-Virtual-Keyboard (Links to an external site.)

How to review the time limit on a quiz in Canvas:
1. Click, "Modules".
2. Select the assignment or quiz, for example, "Quiz 1".
3. Review, "Time Limit".

Why does the gradebook show a, "0" today for an assignment that is not due until later in the week?
The default grade for an assignment is, "0". However, if an assignment is submitted by the due date, then scores will be updated once the assignment has been graded by the Instructor.

When are grades updated?
Grades are generally updated within a few business days after the due date. Example: If the assignment is due on Friday 01/26, grades are usually posted by the next Wednesday 03/01.

What are, "default grades"?
Default grades are sometimes entered for students who do not have a grade.

How to check grades in Canvas:
1. Click, "Grades".

How to send a Message in Canvas:
1. Click, "Inbox".
2. Click, "Compose a new message".
3. Select Course, "CISA_101_Computer Information Systems" OR, "CISA_110_Introduction to Microcomputers".
4. Enter a recipient in the, "To" box for example, "ROBERT MILLER".
5. Enter a Subject and Body (Optional).
6. Click, "Send".

How to post to Discussions in Canvas:
1. Click, "Modules".
2. Select a, "Discussion" topic (for example, "Introductions").
3. Click on "Reply".

4. Type in a response.
5. Click on "Post Reply".

<u>How to edit a Discussion post in Canvas that has already been submitted:</u>

1. Click, "Modules".
2. Select a, "Discussion" topic (for example, "Introductions").
3. In the, "Search entries or author" textbox, type your name.
4. Click, "View in Discussions".
5. Click the, "Gear Wheel".
6. Click, "Edit".
7. Edit the post.
8. Click, "Done".

<u>What should be included in a Discussion post?</u>

1. Review the Discussion topic. For example, "Post a summary about the current chapter(s)" or "Post a Technology related current event".
2. Research the topic. For example, read the current chapter(s), or recent technology publications.
3. Site reference(s). For example, "In the Textbook…".
4. Summarize the topic. For example, "In Chapter 1 these items were discussed".
5. Provide your opinion or a comment about the topic. For example, "This was interesting, because...".
6. Spellcheck and Grammar check your post.
7. Discussions posts are worth 0-5 points. If the above criteria is met, posts will receive 1 point per sentence.
   a. 1 sentence: 1 point.
   b. 2 sentences: 2 points.
   c. 3 sentences: 3 points.
   d. 4 sentences: 4 points.
   e. 5 sentences: 5 points.

<u>How to Reset Canvas Password:</u>

1. Visit https://napavalley.instructure.com/login/canvas
2. Click, "Forgot Password?"
3. "Enter your Username and we'll send you a link to change your password" in the, "Username" text box.
4. Click, "Request Password"

<u>How to Reset MyITLab Password:</u>

1. Visit http://www.pearsonmylabandmastering.com/northamerica/myitlab/
2. Click, "Forgot username or password?"
3. "Enter your email address"
4. Click, "Continue"

<u>How to Reset the link between Canvas and MyITLab if you are experiencing other issues:</u>

1. http://www.pearsonmylabandmastering.com/northamerica/myitlab/
2. Click, "SIGN IN".
3. Type, "Username" and , "Password"
4. Click, "Sign In"
5. Select your section, "CISA 101 or CISA 110…"
6. Click, "Sign Out"
7. Visit: https://napavalley.instructure.com.

8. Enter USERNAME: and PASSWORD: then click Login. If this is your first time logging in, scroll down in the syllabus and read the instructions.
9. Select Course, "Example: CISA-101 or CISA-110".

How do I add a profile picture in my user account?
https://guides.instructure.com/m/4152/l/41467-how-do-i-add-a-profile-picture-in-my-user-account

How do I change my login password?
https://guides.instructure.com/m/4212/l/41958-how-do-i-change-my-login-password

How do I edit or delete discussion replies as a student?
https://guides.instructure.com/m/4212/l/99892-how-do-i-edit-or-delete-discussion-replies-as-a-student

How do I add my preferred email address to receive announcements through email?*
1. Click, "Account" (Left side/Picture icon)
2. Click, "Settings"
3. Click, "Email Address"
4. Type in your email address
5. Click, "Register Email"

How do I add my telephone number to receive announcements through text messages?*
1. Click, "Account" (Left side/Picture icon)
2. Click, "Settings"
3. Click, "Contact Method"
4. Type in your, "Cell Number"
5. Select, "Carrier"
    a. Type in your, "SMS Email" if applicable
6. Click, "Register SMS"

How do I edit notification preferences?
1. If you do not want to receive notification messages, review "How do I set my Canvas notification preferences?"* *https://guides.instructure.com/m/4152/l/73162-how-do-i-set-my-notification-preferences

*For more information please review, https://community.canvaslms.com/docs/DOC-2281

Teaching Methods
- Lectures: Important material from the text and outside sources will be covered in class (online sections should review slide presentations and watch videos when applicable). Students should plan to take careful notes as not all material can be found in the texts or readings. Discussion is encouraged as is student-procured outside material relevant to topics being covered.
- Assignments: Assignments and online activities will be assigned to reinforce material in the text. These assignments may require the application of various software packages.
- Exams: Exams will be given.
- Discussions: Weekly discussion post required.

Grading *(Grading is Tentative and subject to change)*
Total points will be computed as follows. The total points for individual items may vary.

Point System: total assigned points 1000.
A   >= 900
B   >= 800

C   >= 700
D   >= 600
F   <= 599.9

Classroom Rules of Conduct
- Be respectful of your instructor and fellow classmates at all times.
- You are encouraged to work together to solve problems. However, you must complete your own work.
- For courses that meet in a college classroom:
   - As a courtesy, please do not talk, type, or print while the instructor is talking to the class or when a student is asking a question that pertains to the class.
   - Refrain from "surfing" the Web during class, unless directed by your instructor.
   - Turn off cell phones and pagers.
   - Refrain from bringing food and drink into the classroom.

Course Policies
Anti-Discrimination Statement: In accordance with Napa Valley College Board Policy D1130, the Student Code of Conduct, and applicable state and federal laws, discrimination or harassment based on gender, gender identity, race, nationality, ethnicity, religion, sexual orientation, or disability is prohibited in any form.
Students are encouraged to participate fully in class discussions and to engage other students and the instructor in honest productive discussions. All interactions online shall be professional and respectful.

Assignments, Due Dates, Late Work Policy: All assignments are due by the day/time listed on this syllabus. Late work IS NOT accepted unless you hear from the Instructor in the form of an announcement or message in Canvas. Review the calendar at the end of the syllabus for specific assignment information.

        IMPORTANT! The following do not count as legitimate excuses for missing due dates:
- Any technical problems operating a computer or mobile device.
- Internet connection issues (Dial-up, Broadband, Cable, DSL, Wi-Fi, Cellular, Digital, Satellite, etc.).
- Lost usernames &/or passwords.
- Loss of power or battery.
- Scheduled maintenance of Canvas.
- School, college, library, office being closed.
- System crashes, hard drive failure etc.

Attendance and Enrollment: *2016-2017 Napa Valley College Catalog*
Attendance
It is assumed that each student will consider attendance an absolute requirement and attend classes as assigned on a regular basis.
It is the student's responsibility to attend every class for the scheduled length of time. Excessive absences, tardiness, and leaving class early is an important consideration for satisfactory academic progress and may be taken into consideration by instructors in assigning grades or dropping a student from the course. Students who do not attend the first class meeting may be dropped or lose priority on the waiting list.

Regular attendance in all classes is important for satisfactory academic progress. **It is the student's responsibility to drop a class. Non-attendance does not warrant a student from getting dropped from the class.**

Dropping Courses and Withdrawing from the College

Registration for classes can be done and is encouraged through the WebAdvisor system up to midnight before the first day of classes. All students register according to their priority registration status, which can be found on the Admissions and Records website **www.napavalley.edu/admissions**. After the first day of classes, students will need an add code from their instructor to register.

A student who finds it necessary to leave school during the semester may drop classes online or submit a Drop Card to the Admissions and Records Office.

Withdrawal from a course shall be authorized through 75% of the term. A student may withdraw and receive a "W" symbol for a course a maximum of three times. Upon the fourth enrollment the student will be required to receive a grade and will not have the option to drop and receive a "W" (Title V, section 55024).

Students may not get a "W" if they withdraw from a course following the guidelines below:

> **Full Term Courses:** withdrawal prior to the third week of the term.

> **Short Term Courses (meeting less than the full term length):**
> withdrawal by the 20% point of the length of the course.

Students who do not drop before the deadline may receive a letter grade of "F" in a course. Deadlines for dropping a class are published and available online in the Admissions and Records website **www.napavalley.edu/admissions**, in the online class schedule, or in the Admissions and Records Office. Late start and short term classes have different drop dates. Please check with the Admissions and Records Office for further information.

Cell phone: Please turn off cell phone ringers if in the classrooms or labs.

Academic Honesty: *2016-2017 Napa Valley College Catalog*
Napa Valley College values integrity, honor, and respect in all endeavors, both personally and professionally. Thus, the faculty at Napa Valley College wish to help our students maintain the highest academic standards of honesty; therefore, it is expected that a student's academic work be of his/her own making.
In spite of the increased use of collaborative learning and other forms of group work (e.g., labs, study groups, group projects), it is important that each student remain accountable for his/her own work, whether it be individual work or group assignments or tests. We recognize that the vast majority of students maintain highly ethical work standards; however, failure to abide by this standard of conduct is considered to be academic dishonesty.
(BP S6330)

Types of Academic Dishonesty
- Copying from others on a quiz, examination, or assignment ("cheating");
- Allowing another student to copy one's work on a quiz, exam, or assignment;
- Having others take an exam instead of taking the exam oneself;
- Buying or using a term paper or research paper from an internet source or other company or taking any work of another, even with permission, and presenting the work as one's own;
- Excessive revising or editing by another that substantially alters the student's final work;
- Giving other students information that allows the student an undeserved advantage on an exam, such as telling a peer what to expect on a make-up exam or prepping a student for a test in another section of the same class;

- Taking and using the words, work, or ideas of others and presenting any of these as one's own work is plagiarism. This applies to all work generated by another, whether it be oral, written, or artistic work. Plagiarism may either be deliberate or unintentional, but it must be avoided at all costs.

To avoid plagiarizing, one must:
- Submit only one's own work;
- Appropriately cite sources used;
- Appropriately paraphrase or summarize another's ideas or language and acknowledge the source according to set academic standards;
- Document all verbatim borrowing from another according to set academic standards;
- Document any use of a format, method, or approach originated by others.

If a student is unclear as to what constitutes academic dishonesty, he or she should consult the instructor.

Consequences of Academic Dishonesty
Upon the first infraction of academic dishonesty, the instructor may do one or more of the following:
- Give a lower or failing grade on the assignment or exam;
- Refer the student to the Vice President of Student Services for student disciplinary action.

In the event of a second infraction, upon consultation with the division chair, the instructor may do one or more of the following:
- Fail the student from the course;
- Refer the student to the Vice President of Student Services for student disciplinary action.

If the student believes he/she is unjustly accused, he/she may appeal the decision to the Vice President of Instruction, or follow the student grievance process through the Office of Student Services.

Environmental Sensitivity Statement**:** The faculty senate encourages faculty to include the following statement in course expectations/requirements/syllabi: "Some NVC students, staff and faculty are seriously impaired by environmental illness or Immune Dysfunction Syndrome. They can experience breathing problems, headaches, sudden fatigue, mood swings, or memory lapses when exposed to perfumes, soaps, scented sprays or lotions, chemicals, tobacco smoke, or dust. Your sensitivity to the problem is extremely important, because by minimizing the use of strongly scented soaps, perfumes, and other products, we can help those affected. Thanks very much for your cooperation.

Exams: Makeup exams are not given. Exams will be given on the date/time listed on the calendar (unless announced otherwise by the Instructor). Please be prepared by reading the assigned chapters.

Extra Credit: If an extra credit option becomes available, it will posted to Canvas.

Missed Classes: It is the student's responsibility to obtain the assignments and the accompanying instructions on an individual basis if he/she is absent when an assignment is given. Missed or late exams cannot be made up.

Students in need of accommodations in the college learning environment:
Any student who feels they may need an accommodation based on the impact of a learning disability should contact Learning Services in the Library and Learning Resource Center (LLRC), room 1766, phone (707) 256-7442. A Learning Disability Specialist will review your needs and determine appropriate accommodations.

If you need accommodations for physical or other types of disabilities, schedule an appointment with DSPS Counselor, Sheryl Fernandez, in the Counseling Department located in the 1300 building, phone (707) 256-7220 for appointment.

All information and documentation is confidential. Please feel encouraged to make an appointment with me privately to discuss your specific learning needs in my class.

Course Grades: Course grades will be available to review through the Napa Valley College Web Advisor system at http://www.napavalley.edu/WebAdvisor. Please allow adequate time for processing (normally 4 weeks after the course ends). Grades are not be mailed, nor emailed.

Prohibition against Discrimination Statement: Napa Valley College career technical education programs are open and available to all students regardless of race, color, national origin, sex, disability, religion, sexual orientation, gender identity or gender expression. Admission requirements for Napa Valley College career technical education programs are described in the current Napa Valley College catalog. The Napa Valley College Title IX officer is Kevin Luckey (Phone: 707-259-4514, Room 609). The Section 504 compliance officer is Rebecca Scott (Phone: 707-256-7438, Room 1735-C).

Note to Online and Hybrid Sections: This class is not a self-paced course. It has specific time limits and absolute due dates. Regular participation is required.

Module	Start	Due	Topics Presented	Assignments located in Modules	Attempts	Points
	01/18	01/20	Introduction	Post an introduction to Discussions.	1	0 0
1	01/23	01/27	Computer Concepts Windows Chapter 1 Getting Started with Windows 10	Review Student Registration Instructions for MyLab & Modified Mastering .pdf Review go_win10.pptx Discussions 1 Quiz 1 Windows 10 Simulation Training in MyITLab	 1 1 3	0 5 25 26
2	01/30	02/03	Office Chapter 1 Introduction to Microsoft Office 2016 Features	Review go_intro01.pptx Discussions 2 Quiz 2	 1 1	0 5 25
3	02/06	02/10*	Word Chapter 1 Creating Documents with Microsoft Word 2016	Review go_w01_ppt.pptx Discussions 3 Quiz 3 Word Chapter 1: Simulation Training (Projects A and B) in MyITLab	 1 1 3	0 5 25 29
4	02/13	02/17	Word Chapter 2 Creating Cover Letters and Using Tables to Create Resumes	Review go_w02_ppt.pptx Discussions 4 Quiz 4 Word Chapter 2: Simulation Training (Projects A and B) in MyITLab	 1 1 3	0 5 25 22
5	02/20 *	02/24	Word Chapter 3 Creating Research Papers, Newsletters, and Merged Mailing Labels	Review go_w03_ppt.pptx Discussions 5 Quiz 5 Word Chapter 3: Simulation Training (Projects A and B) in MyITLab	 1 1 3	0 5 25 29
6	02/27	03/03	Excel Introduction to Microsoft Excel 2016 Chapter 1 Creating a Worksheet and Charting Data	Review go_e01_ppt.pptx Discussions 6 Quiz 6 Excel Chapter 1: Simulation Training (Projects A and B) in MyITLab	 1 1 3	0 5 25 27
7	03/06	03/10	Excel Chapter 2 Using Functions, Creating Tables, and Managing Large Workbooks	Review go_e02_ppt.pptx Discussions 7 Quiz 7 Excel Chapter 2: Simulation Training (Projects A and B) in MyITLab	 1 1 3	0 5 25 35
8	03/13	03/17	Excel Chapter 3 Analyzing Data with Pie Charts, Line Charts, and What-If Analysis Tools	Review go_e03_ppt.pptx Discussions 8 Quiz 8 Excel Chapter 3: Simulation Training (Projects A and B) in MyITLab Midterm	 1 1 3 1	0 5 25 20 35
9	03/20	03/24	Access Introduction to Microsoft Access 2016 Chapter 1 Getting Started with Microsoft Access 2016	Review go_a01_ppt.pptx Discussions 9 Quiz 9 Access Chapter 1: Simulation Training (Projects A and B) in MyITLab	 1 1 3	0 5 25 25
10	03/27	03/31	Access Chapter 2 Sort and Query a Database	Review go_a02_ppt.pptx Discussions 10 Quiz 10 Access Chapter 2: Simulation Training (Projects A and B) in MyITLab	 1 1 3	0 5 25 33
11	04/03	04/21	Access Chapter 3 Forms, Filters, and Reports	Review go_a03_ppt.pptx Discussions 11 Quiz 11 Access Chapter 3: Simulation Training (Projects A and B) in MyITLab	 1 1 3	0 5 25 24
12	04/17	04/21	Chapter 1 Getting Started with Microsoft PowerPoint 2016 PowerPoint Introduction to Microsoft PowerPoint 2016	Review go_p01_ppt.pptx Discussions 12 Quiz 12 PowerPoint Chapter 1: Simulation Training (Projects A and B) in MyITLab	 1 1 3	0 5 25 33
13	04/24	04/28	PowerPoint Chapter 2 Formatting PowerPoint Presentations	Review go_p02_ppt.pptx Discussions 13 Quiz 13 PowerPoint Chapter 2: Simulation Training (Projects A and B) in MyITLab	 1 1 3	0 5 25 34
14	05/01	05/05	PowerPoint Chapter 3 Enhancing a Presentation with Animation, Video, Tables, and Charts	Review go_p03_ppt.pptx Discussions 14 Quiz 14 PowerPoint Chapter 3: Simulation Training (Projects A and B) in MyITLab	 1 1 3	0 5 25 29
15	05/08	05/12	Integrated Projects Chapter 1 Integrating Word, Excel, Access, and PowerPoint	Review go_integrating01.pptx Discussions 15 Quiz 15 Word Chapter 1: Simulation Exam in MyITLab	 1 1 3	0 5 25 29

Course syllabus is subject to change. 4/28/2017 12:39 PM

16	05/15	05/19	See Assignments	Discussions 16	1	23
				Excel Chapter 1: Simulation Exam in MyITLab	1	27
				Access Chapter 1: Simulation Exam in MyITLab	1	25
17	05/22	05/26	See Assignments	Final	1	45
				CISA-110-69899; Online Day and Time of Final		
				Monday, May 22nd, 2017		
				CISA-110-69900; Monday, Wednesday 11:00AM - 12:15PM, Bldg 1400,		
				Room 1432 Day and Time of Final		
				Wednesday, May 24th, 2017 9:45-11:45am		
				Total Points Possible		1000

Labor Day Sep 5
Veterans Day Nov 11
Thanksgiving Recess Nov 24-26
Final Examinations Dec 12-17