BCIS 1305.088 Business Computer Applications – Online
Course Syllabus: Fall 2024

"Northeast Texas Community College exists to provide personal, dynamic learning experiences empowering students to succeed."

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Office Hours	Monday	Tuesday	Wednesday	Thursday	Friday
	8:30 a.m. - 9:30 a.m. 11:00 a.m. – 12:00 p.m.	9:00 a.m. – 12:00 p.m.	8:30 a.m. – 9:30 a.m. 11:00 a.m. – 12:00 p.m.	8:30 a.m. – 11:30 a.m.	By appointment only

This syllabus serves as the documentation for all course policies and requirements, assignments, and instructor/student responsibilities.

Information relative to the delivery of the content contained in this syllabus is subject to change. Should that happen, the student will be notified.

Course Description: 3 credit hours.

Introduces and develops foundational skills in applying essential and emerging business productivity information technology tools. The focus of this course is on business productivity software applications, including word processing, spreadsheets, databases, presentation graphics, data analytics, and business-oriented utilization of the internet.

Prerequisite(s):
Knowledge of keyboard.

Student Learning Outcomes:
1. Describe the fundamentals of information technology concepts – hardware, software, security, and privacy.
2. Demonstrate proper file management techniques to manipulate electronic files and folders in local, network, and online environments.
3. Create business documents with word processing software using spelling and grammar check, format and layout, tables, citations, graphics, and mail merge.
4. Create business documents and analyze data with spreadsheet software using (1) tables, sorting, filtering, charts and graphics, pivot tables, macros; (2) statistical, financial, logical and look-up functions and formulas; and (3) add-ins.
5. Create business multimedia presentations with presentation software using templates, lists, groups, themes, colors, clip art, pictures, tables, transitions, animation, video, charts, and views.
6. Create databases and manage data with database software using tables, fields, relationships, indexes, keys, views, queries, forms, reports, and import/export functions.
7. Integrate business software applications.

8. Use web-based technologies to conduct ethical business research.
9. Use "goal seeking" and "what-if analysis" to solve problems and make adjustments/recommendations in a business environment.

Evaluation/Grading Policy:

All assignments/quizzes/tests/exams are completed individually and submitted electronically through the TestOut links in Blackboard. Final grades are based on a weighted average. Individual Assignment, Quiz, Test, and Exam grades will be posted within 5 days of the posted due date. Please pay careful attention to the due dates (see course calendar for due dates). **Late work will NOT be accepted**.

This course adheres to the NTCC Academic Honesty and Ethics statements discussed below. In addition, if a student submits the work of anyone else, they and the other person (if possible) will earn a zero grade on that assignment. If this happens a second time, the student will be dropped immediately from class with a failing grade and a note of academic dishonesty placed on their permanent NTCC record.

Assignments (average is weighted 25% of final grade):
Students can attempt the Challenge Lab Assignments multiple times until the due date. The highest grade earned by the posted due date will be used for final grade calculation.
    Microsoft Word: 13 Challenge Labs
    Microsoft Excel: 10 Challenge Labs
    Microsoft PowerPoint: 9 Challenge Labs
    Microsoft Access: 5 Challenge Labs

Quizzes (average is weighted 25% of final grade):
Students can attempt the Applied Lab Quizzes multiple times until the due date. The highest grade earned by the posted due date will be used for final grade calculation.
    Microsoft Word: 13 Applied Labs
    Microsoft Excel: 9 Applied Labs
    Microsoft PowerPoint: 9 Applied Labs
    Microsoft Access: 4 Applied Labs

Tests (average is weighted 30% of final grade):
Students have two attempts on the tests. The highest grade earned on the two attempts by the posted due date will be used for final grade calculations. The tests are timed and limited to 80 minutes.
    Microsoft Word Exam (1 Test)
    Microsoft Excel Exam (1 Test)
    Microsoft PowerPoint Exam (1 Test)
    Microsoft Access Exam (1 Test)

Final Exam (weighted 20% of final grade):
* Students have two attempts on the exam. The highest grade earned on the two attempts by the posted due date will be used for final grade calculations. The exam is timed and limited to 120 minutes.
    Comprehensive Final Exam (covers Word, Excel, and PowerPoint)

Final Grades:
Final grades are based on the weighted average as outlined above. There are NO extra credit opportunities. Please understand that I must adhere to this grading policy for all students so exceptions will not be made.

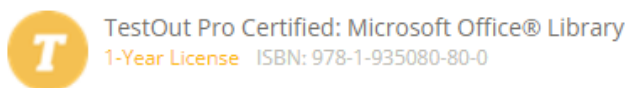| Weighted Average Scale for Final Grades	
100% - 90%	A
89% - 80%	B
79% - 70%	C
69% - 60%	D
59% and below	F

Required Instructional Materials:
Publisher: TestOut Pro Certified: Microsoft Office® Library
ISBN: 1-Year License ISBN: 978-1-935080-80-0

This course does *NOT* utilize inclusive access, meaning the students *MUST* purchase the required TestOut access code in order to access the course materials (this includes all graded assignments, quizzes, tests, and exam). **Students can purchase the required access code from the NTCC bookstore or directly from TestOut by following the steps outlined below:**
- Website: Shop.testout.com
- Enter Price Code: 2573-258-AK
- Scroll down to *TestOut Pro Certified: Microsoft Office® Library* (see visual below)
- Complete purchasing steps through the TestOut system.

TestOut Pro Certified: Microsoft Office® Library
1-Year License   ISBN: 978-1-935080-80-0

Optional Instructional Materials:
None

Minimum Technology Requirements:
- Daily high-speed internet access
- Minimum System Requirements for TestOut (please use hyperlink for specific details)

Required Computer Literacy Skills:
- Basic computer usage skills
- Email skills

Course Structure and Overview:
All courses require extensive engagement (with other students, the instructor, and the course materials) as well as timely completion of assignments. Items are due weekly, and sometimes each day of the week (see course schedule for specific due dates). Thus, keeping up with the schedule is essential to your success. Late work is **not** allowed in this course, so you must plan your schedule carefully.

All graded assignments, quizzes, tests, and exams are completed using the TestOut software via the Blackboard links. Please pay close attention to the grading calculations as outlined in the Evaluation/Grading Policy portion of the course syllabus. Your instructor will adjust grades in the Blackboard gradebook to align with the grading policies (i.e. the highest grade earned by the posted due date will be used for all assignments and quizzes and the highest grade earned on the two attempts allowed

on tests and exam by the posted due date will be used for final grade calculations). Students will have the ability to attempt various assignment types in the TestOut environment multiple times throughout the course, but the instructor will follow the grading policies outlined in the course syllabus for final grade calculations.

If a student is repeating this class, please note that you will be required to complete all assignments during the date range of the current course. Previously completed attempts on graded assignments/quizzes/tests/exams in prior semesters will not be transferred to the active course. You must complete all required assignments during the dates of the active course.

Communications:
- **Email:** Please check your NTCC email daily. Email is the official form of communication used here at NTCC. All emailed questions to the instructor will be responded to within 24 hours (Monday-Friday), but usually within a few hours when possible. My email address is lharwell@ntcc.edu.
- **Phone:** My office phone number is 903-434-8129, however, if you need immediate assistance, you may call my cell phone at 903-767-0056 (please do not call or text before 8:00 a.m. or after 9:00 p.m.). I do not respond to long detailed questions via text message.
- **Announcements:** These can be found in Blackboard under the course link on your Blackboard homepage. Please make sure you are reading any announcements thoroughly when they are posted.
- **Blackboard Messages:** These can be found in Blackboard under the Messages link in your Blackboard course. Please check daily.

Institutional/Course Policy:
Late Work Policy:
The word "assignments" refers to all work that is submitted via the Blackboard TestOut links or presented in class. Students are to submit assignments on or before the stated due date/time. **Late work is *not* accepted**.

Attendance Policy:
Students are expected to actively participate in the course and complete all assigned work. Excessive absences (two consecutive weeks of non-participation) *may* result in the student being withdrawn from the course or having their grade average reduced. Attempt will be made to contact you before this happens, but should an emergency arise, you will need to contact your instructor by phone or email should you not be able to meet this requirement. Please see the schedule of classes for the last day to withdraw. Religious Holy Days: please refer to the current Northeast Texas Community College Student Handbook.

Withdrawal Policy/Date:
It is your responsibility to drop or withdraw from a course or the college. If you stop attending the course without withdrawing, you will still receive a grade, whether passing or failing.

Video Recording of Course Activities
Certain portions of this course may be recorded via video conferencing software to assist students in course material review or later viewing by a student who was not able to attend the live session. The recordings will be made available only to students within the course and will cease to be available upon completion of the course. Students may not retain, reproduce, or share recordings.

Alternate Operations During Campus Closure and/or Alternate Course Delivery Requirements
In the event of an emergency or announced campus closure due to a natural disaster or pandemic, it may be necessary for Northeast Texas Community College to move to altered operations. During this time, Northeast Texas Community College may opt to continue delivery of instruction through methods that include, but are not limited to, online through the Blackboard Learning Management System, online conferencing, email messaging, and/or an alternate schedule. It is the responsibility of the student to monitor NTCC's website (http://www.ntcc.edu/) for instructions about continuing courses remotely, Blackboard for each class for course-specific communication, and NTCC email for important general information.

Additionally, there may be instances where a course may not be able to be continued in the same delivery format as it originates (face-to-face, fully online, live remote, or hybrid). Should this be the case, every effort will be made to continue instruction in an alternative delivery format. Students will be informed of any changes of this nature through email messaging and/or the Blackboard course site.

Statement Regarding the Use of Artificial Intelligence (AI) Technology:
Absent a clear statement from a course instructor, use of or consultation with generative AI shall be treated analogously to assistance from another person (collusion). Generative AI is a subset of AI that utilizes machine learning models to create new, original content, such as images, text, or music, based on patterns and structures learned from existing data (Cornell, Center for Teaching Innovation). Unauthorized use of generative AI tools to complete an assignment or exam is not permitted. Students should acknowledge the use of generative AI and default to disclosing such assistance when in doubt. Individual course instructors may set their own policies regulating the use of generative AI tools in their courses, including allowing or disallowing some or all uses of such tools. Students who are unsure of policies regarding generative AI tools are encouraged to ask their instructors for clarification. **(Adapted from the Stanford University Office of Community Standards-- accessed August 31, 2023)**

NTCC Academic Honesty/Ethics Statement:
NTCC upholds the highest standards of academic integrity. The college expects all students to engage in their academic pursuits in an honest manner that is beyond reproach using their intellect and resources designated as allowable by the course instructor. Students are responsible for addressing questions about allowable resources with the course instructor. Academic dishonesty such as cheating, plagiarism, and collusion is unacceptable and may result in disciplinary action. This course will follow the NTCC Academic Honesty and Academic Ethics policies stated in the Student Handbook. Refer to the student handbook for more information on these subjects.

ADA Statement:
It is the policy of NTCC to provide reasonable accommodations for qualified individuals who are students with disabilities. This College will adhere to all applicable federal, state, and local laws, regulations, and guidelines with respect to providing reasonable accommodations as required to afford equal educational opportunity. It is the student's responsibility to request accommodations. An appointment can be made with the Academic Advisor/Coordinator of Special Populations located in Student Services and can be reached at 903-434-8264. For more information and to obtain a copy of the Request for Accommodations, please refer to the special populations page on the NTCC website.

Family Educational Rights and Privacy Act (FERPA):
  The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's educational records. These rights transfer to the student when he or she attends a school beyond the high school level. Students to whom the rights have transferred are considered "eligible students." In essence, a parent has no legal right to obtain information concerning the child's college records without the   written consent of the student. In compliance with FERPA, information classified as "directory information" may be released to the general public without the written consent of the student unless the   student makes a request in writing. Directory information is defined as: the student's name, permanent address and/or local address, telephone listing, dates of attendance, most recent previous education   institution attended, other information including major, field of study, degrees, awards received, and   participation in officially recognized activities/sports.

Tentative Course Timeline:
  See next page

Please WATCH the video under the Start Course Here folder before getting started on the assignments.

***Remember, you can attempt the Challenge Labs (assignments) and Applied Labs (quizzes) multiple times prior to the due date. The highest grade earned by the posted due date on the assignments and quizzes will be used for final grade calculations.

PROGRAM	Week	CHAPTER	ASSIGNMENT	ASSIGNMENT TYPE	DUE DATE	GRADED ASSIGNMENT
WORD	**Week 1** Monday, August 26th - Sunday, September 1st	2	Skills Lab (4.2.7) - Create Documents	Practice		No
		2	Challenge Lab (4.2.8) - Create Documents	Assignment	09/01/2024 (Sunday)	Yes
		2	Applied Lab (4.2.10) - Prepare a Business Memo	Quiz	09/01/2024 (Sunday)	Yes
		3	Skills Lab (4.3.4) - Modify Fonts	Practice		No
		3	Challenge Lab (4.3.5) - Modify Fonts	Assignment	09/01/2024 (Sunday)	Yes
		3	Applied Lab (4.3.7) - Prepare a Resume	Quiz	09/01/2024 (Sunday)	Yes
		4	Skills Lab (4.4.6) - Format Paragraphs	Practice		No
		4	Challenge Lab (4.4.7) - Format Paragraphs	Assignment	09/01/2024 (Sunday)	Yes
		4	Applied Lab (4.4.9) - Format Research Paper Paragraphs	Quiz	09/01/2024 (Sunday)	Yes
		5	Skills Lab (4.5.5) - Format Pages	Practice		No
		5	Challenge Lab (4.5.6) - Format Pages	Assignment	09/01/2024 (Sunday)	Yes
		5	Applied Lab (4.5.8) - Format a Report Draft	Quiz	09/01/2024 (Sunday)	Yes
	Week 2 Monday, September 2nd - Sunday, September 8th	6	Skills Lab (4.6.5) - Edit Documents	Practice		No
		6	Challenge Lab (4.6.6) - Edit Documents	Assignment	09/08/2024 (Sunday)	Yes
		6	Applied Lab (4.6.8) - Edit an Essay	Quiz	09/08/2024 (Sunday)	Yes
		7	Skills Lab (4.7.6) - Insert Illustrations	Practice		No
		7	Challenge Lab (4.7.7) - Insert Illustrations	Assignment	09/08/2024 (Sunday)	Yes
		7	Applied Lab (4.7.9) - Insert Images for a Poster	Quiz	09/08/2024 (Sunday)	Yes
		8	Skills Lab (4.8.5) - Create and Format Tables	Practice		No
		8	Challenge Lab (4.8.6) - Create and Format Tables	Assignment	09/08/2024 (Sunday)	Yes
		8	Applied Lab (4.8.8) - Format a Calendar	Quiz	09/08/2024 (Sunday)	Yes
		9	Skills Lab (4.9.5) - Use Themes, Styles, and Templates	Practice		No
		9	Challenge Lab (4.9.6) - Use Themes, Styles, and Templates	Assignment	09/08/2024 (Sunday)	Yes
		9	Applied Lab (4.9.8) - Create a Certificate Using a Template	Quiz	09/08/2024 (Sunday)	Yes
	Week 3 Monday, September 9th - Sunday, September 15th	10	Skills Lab (4.10.6) - Manage References	Practice		No
		10	Challenge Lab (4.10.7) - Manage References	Assignment	09/15/2024 (Sunday)	Yes
		10	Applied Lab (4.10.9) - Manage Essay References	Quiz	09/15/2024 (Sunday)	Yes
		11	Skills Lab (4.11.6) - Manage Headers, Footers, and Sections	Practice		No
		11	Challenge Lab (4.11.7) - Manage Headers, Footers, and Sections	Assignment	09/15/2024 (Sunday)	Yes
		11	Applied Lab (4.11.9) - Format a Research Paper with Sections	Quiz	09/15/2024 (Sunday)	Yes
		12	Skills Lab (5.3.4) - Use Collaboration Features	Practice		No
		12	Challenge Lab (5.3.5) - Use Collaboration Features	Assignment	09/15/2024 (Sunday)	Yes
		12	Applied Lab (5.3.7) - Prepare a Business Memo for Distribution	Quiz	09/15/2024 (Sunday)	Yes
		13	Skills Lab (10.2.5) - Mail Merge	Practice		No
		13	Challenge Lab (10.2.6) - Mail Merge	Assignment	09/15/2024 (Sunday)	Yes
		13	Applied Lab (10.2.9) - Create a Label Sheet	Quiz	09/15/2024 (Sunday)	Yes
		14	Skills Lab (10.3.5) - Use Macros	Practice		No
		14	Challenge Lab (10.3.6) - Use Macros	Assignment	09/15/2024 (Sunday)	Yes
		14	Applied Lab (10.3.8) - Create a Recital Program	Quiz	09/15/2024 (Sunday)	Yes
	Week 4 Monday, September 16th - Sunday, September 22nd		**WORD TEST**	TEST	09/22/2024 (Sunday)	Yes

PROGRAM	Week	CHAPTER	ASSIGNMENT	ASSIGNMENT TYPE	DUE DATE	GRADED ASSIGNMENT
EXCEL	Week 5 Monday, September 23rd - Sunday, September 29th	2	Skills Lab (5.2.7) - Create and Manage Workbooks	Practice		No
		2	Challenge Lab (5.2.8) - Create and Manage Workbooks	Assignment	09/29/2024 (Sunday)	Yes
		2	Applied Lab (5.2.10) - Organize Budget Worksheets	Quiz	09/29/2024 (Sunday)	Yes
		3	Skills Lab (5.3.5) - Organize and Enter Data	Practice		No
		3	Challenge Lab (5.3.6) - Organize and Enter Data	Assignment	09/29/2024 (Sunday)	Yes
		3	Applied Lab (5.3.8) - Enter Survey Results Data	Quiz	09/29/2024 (Sunday)	Yes
		4	Skills Lab (5.4.5) - Change Properties and Print Worksheets	Practice		No
		4	Challenge Lab (5.4.6) - Change Properties and Print Worksheets	Assignment	09/29/2024 (Sunday)	Yes
		4	Applied Lab (5.4.8) - Prepare and Print Sales Data	Quiz	09/29/2024 (Sunday)	Yes
	Week 6 Monday, September 30th - Sunday, October 6th	5	Skills Lab (5.5.6) - Format Cells	Practice		No
		5	Challenge Lab (5.5.7) - Format Cells	Assignment	10/06/2024 (Sunday)	Yes
		5	Applied Lab (5.5.9) - Camping Equipment Store	Quiz	10/06/2024 (Sunday)	Yes
		6	Skills Lab (5.6.8) - Enter Simple Formulas	Practice		No
		6	Challenge Lab (5.6.9) - Enter Simple Formulas	Assignment	10/06/2024 (Sunday)	Yes
		6	Applied Lab (5.6.11) - Cheese Shop	Quiz	10/06/2024 (Sunday)	Yes
		7	Skills Lab (5.7.9) - Use Advanced Functions	Practice		No
		7	Challenge Lab (5.7.10) - Use Advanced Functions	Assignment	10/06/2024 (Sunday)	Yes
		7	Applied Lab (5.7.12) - County Fair	Quiz	10/06/2024 (Sunday)	Yes
		8	Skills Lab (5.8.4) - Display Data in Charts	Practice		No
		8	Challenge Lab (5.8.5) - Display Data in Charts	Assignment	10/06/2024 (Sunday)	Yes
		8	Applied Lab (5.8.7) - Stock Portfolio	Quiz	10/06/2024 (Sunday)	Yes
	Week 7 Monday, October 7th - Sunday, October 13th	9	Skills Lab (5.9.6) - Organize Data in Tables	Practice		No
		9	Challenge Lab (5.9.7) - Organize Data in Tables	Assignment	10/13/2024 (Sunday)	Yes
		9	Applied Lab (5.9.9) - Pizza Chain	Quiz	10/13/2024 (Sunday)	Yes
		10	Skills Lab (5.10.6) - Summarize Complex Data	Practice		No
		10	Challenge Lab (5.10.7) - Summarize Complex Data	Assignment	10/13/2024 (Sunday)	Yes
		10	Applied Lab (5.10.9) - Muffin Café	Quiz	10/13/2024 (Sunday)	Yes
		11	Skills Lab (10.4.7) - Perform Data Analysis	Practice		No
		11	Challenge Lab (10.4.8) - Perform Data Analysis	Assignment	10/13/2024 (Sunday)	Yes
	Week 8 Monday, October 14th - Sunday, October 20th		**EXCEL TEST**	TEST	10/20/2024 (Sunday)	Yes

PROGRAM	Week	CHAPTER	ASSIGNMENT	ASSIGNMENT TYPE	DUE DATE	GRADED ASSIGNMENT
PowerPoint	Week 9 Monday, October 21st - Sunday, October 27th	2	Skills Lab (6.2.4) - Create and Manage Presentations	Practice		No
		2	Challenge Lab (6.2.5) - Create and Manage Presentations	Assignment	10/27/2024 (Sunday)	Yes
		2	Applied Lab (6.2.7) - Reorganize Presentation Slides	Quiz	10/27/2024 (Sunday)	Yes
		3	Skills Lab (6.3.5) - Format Textual Content	Practice		No
		3	Challenge Lab (6.3.6) - Format Textual Content	Assignment	10/27/2024 (Sunday)	Yes
		3	Applied Lab (6.3.8) - Format Text for a Sales Presentation	Quiz	10/27/2024 (Sunday)	Yes
		4	Skills Lab (6.4.4) - Design Slides	Practice		No
		4	Challenge Lab (6.4.5) - Design Slides	Assignment	10/27/2024 (Sunday)	Yes
		4	Applied Lab (6.4.7) - Design a Business Plan Presentation	Quiz	10/27/2024 (Sunday)	Yes
	Week 10: Monday, October 28th - Sunday, November 3rd	5	Skills Lab (6.5.5) - Use the Slide Master	Practice		No
		5	Challenge Lab (6.5.6) - Use the Slide Master	Assignment	11/03/2024 (Sunday)	Yes
		5	Applied Lab (6.5.8) - Create a New Slide Master Layout	Quiz	11/03/2024 (Sunday)	Yes
		6	Skills Lab (6.6.5) - Format SmartArt and Shapes	Practice		No
		6	Challenge Lab (6.6.6) - Format SmartArt and Shapes	Assignment	11/03/2024 (Sunday)	Yes
		6	Applied Lab (6.6.8) - Format Elements in a Class Presentation	Quiz	11/03/2024 (Sunday)	Yes
		7	Skills Lab (6.7.4) - Format Tables and Charts	Practice		No
		7	Challenge Lab (6.7.5) - Format Tables and Charts	Assignment	11/03/2024 (Sunday)	Yes
		7	Applied Lab (6.7.7) - Modify a PowerPoint Table	Quiz	11/03/2024 (Sunday)	Yes
	Week 11: Monday, November 4th - Sunday, November 10th	8	Skills Lab (6.8.4) - Format Pictures and Other Media	Practice		No
		8	Challenge Lab (6.8.5) - Format Pictures and Other Media	Assignment	11/10/2024 (Sunday)	Yes
		8	Applied Lab (6.8.7) - Format a Class Presentation of Confucius	Quiz	11/10/2024 (Sunday)	Yes
		9	Skills Lab (6.9.8) - Apply Animations and Transitions	Practice		No
		9	Challenge Lab (6.9.9) - Apply Animations and Transitions	Assignment	11/10/2024 (Sunday)	Yes
		9	Applied Lab (6.9.11) - Add Transitions to a Presentation	Quiz	11/10/2024 (Sunday)	Yes
		10	Skills Lab (6.10.5) - Deliver Presentations	Practice		No
		10	Challenge Lab (6.10.6) - Deliver Presentations	Assignment	11/10/2024 (Sunday)	Yes
		10	Applied Lab (6.10.8) - Prepare for a Presentation	Quiz	11/10/2024 (Sunday)	Yes
	Week 12: Monday, November 11th - Sunday, November 17th		**PowerPoint Test**	TEST	11/17/2024 (Sunday)	Yes

PROGRAM	Week	CHAPTER	ASSIGNMENT	ASSIGNMENT TYPE	DUE DATE	GRADED ASSIGNMENT
ACCESS	Week 13: Monday, November 18th - Sunday, November 24th	2	Skills Lab (7.2.4) - Managing Databases	Practice		No
		2	Challenge Lab (7.2.5) - Managing Databases	Assignment	11/24/2024 (Sunday)	Yes
		3	Skills Lab (7.3.7) - Design and Create Tables	Practice		No
		3	Challenge Lab (7.3.8) - Design and Create Tables	Assignment	11/24/2024 (Sunday)	Yes
		3	Applied Lab (7.3.10) - Creating a Student Database	Quiz	11/24/2024 (Sunday)	Yes
		4	Skills Lab (7.4.5) - Create Queries	Practice		No
		4	Challenge Lab (7.4.6) - Create Queries	Assignment	11/24/2024 (Sunday)	Yes
		4	Applied Lab (7.4.8) - Creating Queries for a School	Quiz	11/24/2024 (Sunday)	Yes
	Week 14: Monday, November 25th - Sunday, December 1st	5	Skills Lab (7.5.4) - Create Forms	Practice		No
		5	Challenge Lab (7.5.5) - Create Forms	Assignment	12/01/2024 (Sunday)	Yes
		5	Applied Lab (7.5.7) - Creating Forms for a School	Quiz	12/01/2024 (Sunday)	Yes
		6	Skills Lab (7.6.5) - Create Reports	Practice		No
		6	Challenge Lab (7.6.6) - Create Reports	Assignment	12/01/2024 (Sunday)	Yes
		6	Applied Lab (7.6.8) - Creating Reports for a School	Quiz	12/01/2024 (Sunday)	Yes
	Week 15: Monday, December 2nd - Sunday, December 8th		**Access Test**	TEST	12/08/2024 (Sunday)	Yes

PROGRAM	Week		ASSIGNMENT	ASSIGNMENT TYPE	DUE DATE	GRADED ASSIGNMENT
FINAL EXAM	**Finals Week**		**FINAL EXAM** (Comprehensive: Word, Excel, & PowerPoint)	EXAM	12/11/2024 (WEDNESDAY)	YES