INFO 2130 – Introduction to Business Computing
Spring 2013, Section 090

Instructor: Jennifer Hurlbert
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Email: jhurlber@uncc.edu
Course Website: Moodle, http://webpages.uncc.edu/~jhurlber
Office Hours: Mondays & Wednesdays after class (6:15 pm)
or by appointment.

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 a hybrid online course. You will attend live sessions during the first few weeks and come to class to take exams. The majority of the material will be available online for you to learn in an independent, self-paced format.

<table>
<thead>
<tr>
<th>Meeting</th>
<th>Day and Time</th>
<th>Location</th>
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<tbody>
<tr>
<td>First Meeting</td>
<td>Monday, Jan 14: 5:00 PM - 6:15 PM</td>
<td>Lab 339 Friday Building</td>
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<tr>
<td>Web Development</td>
<td>Monday, Jan 28: 5:00 PM - 6:15 PM</td>
<td>Lab 339 Friday Building</td>
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<td>SAM Orientation</td>
<td>Monday, Feb 4: 5:00 PM – 6:15 PM</td>
<td>Lab 339 Friday Building</td>
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<tr>
<td>Review Exam 1</td>
<td>Monday, Feb 11: 5:00 PM – 6:15 PM</td>
<td>Lab 339 Friday Building</td>
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<tr>
<td>Exam 1</td>
<td>Monday, Feb 18: 5:00 PM – 6:15 PM</td>
<td>Lab 339 Friday Building</td>
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<td>Exam 2</td>
<td>Monday, Mar 11: 5:00 PM – 6:15 PM</td>
<td>Lab 339 Friday Building</td>
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<tr>
<td>Review Exam 3</td>
<td>Monday, Mar 25: 5:00 PM – 6:15 PM</td>
<td>Lab 339 Friday Building</td>
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<td>Exam 3</td>
<td>Monday, April 1: 5:00 PM – 6:15 PM</td>
<td>Lab 339 Friday Building</td>
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<tr>
<td>Review Exam 4</td>
<td>Monday, Apr 22: 5:00 PM – 6:15 PM</td>
<td>Lab 339 Friday Building</td>
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<td>Exam 4</td>
<td>Monday, April 29: 5:00 PM – 6:15 PM</td>
<td>Lab 339 Friday Building</td>
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<tr>
<td>Comprehensive Exam</td>
<td>TBA</td>
<td>Lab 339 Friday Building</td>
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<tr>
<td>Exam (Optional)</td>
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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 will 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 per week working on computer software projects, reading and working on assignments for the conceptual, lecture portion of the class. Since this is largely an online course, and there may be several weeks between meetings and/or due dates, it is imperative that you keep up with the material just as in a traditional course. It is your responsibility to study the materials provided, read the appropriate sections of the book, complete the tutorials in SAM, and submit the projects by the assigned deadlines. It is my responsibility to provide you with guidance and assistance, but only with sufficient evidence that you are making a reasonable effort. There is more than adequate time to master all the material and complete the assignments. 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 cover Microsoft Excel and Access, and a required subscription to SAM 2010. 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.


Please Note:

The textbooks are available in a bundle from the campus bookstore or from Gray’s. The bookstore assures us this is the easiest and least expensive option. They may also be purchased separately from a variety of sources, including 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 to buy only SAM, please visit the publisher link given above. *If you choose to buy a “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, H drive, SAM 2010, and Moodle.

Access to share point designer 2007:

- Available in all UNCC labs and library.


  **Please be sure to download the 2007 version. 2010 will not work for this course.**

Access to MS Excel 2010 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 homework, projects and assignments relating to MS Excel and MS Access in 2010 version **ONLY**. There is no guarantee that Mac users and those with older Windows personal computers will be able to install access the necessary software. Please plan ahead to test each program on your computer and/or build time into your schedule to use the labs.
Course Evaluation

<table>
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<tr>
<th>Course Component</th>
<th>Weight</th>
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<tbody>
<tr>
<td>Website Project</td>
<td>10%</td>
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<tr>
<td>Homework Assignments</td>
<td>10%</td>
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<tr>
<td>Exam 1 - HTML and Excel</td>
<td>15%</td>
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<tr>
<td>Exam 2 - Excel</td>
<td>15%</td>
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<tr>
<td>Exam 3 - Excel</td>
<td>15%</td>
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<tr>
<td>Exam 4 - Access</td>
<td>15%</td>
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<tr>
<td>Access Project</td>
<td>5%</td>
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<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 your lowest exam score, or have missed one of the exams, you can choose to take the final comprehensive exam. This is an opportunity for students to improve their overall grades. The comprehensive final grade may only be used to replace an exam score (it cannot be used to replace the grades of projects, homework, quizzes, or any other assignments).

*Please Note:* There will be **no extra credit** in this course except at the discretion of the instructor.

Grading Scale:

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<th>Score</th>
<th>Grade</th>
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<tr>
<td>90 -100</td>
<td>A</td>
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<td>80 – 89.99</td>
<td>B</td>
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<tr>
<td>70 – 79.99</td>
<td>C</td>
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<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 made, dates changed, and any other type of work or information posted on Moodle or SAM2010.

**Communication via Moodle and e-mail**
- The majority of class communications will be handled via *moodle and email*. Make sure you check your email and access your moodle account regularly (and I mean regularly). You are responsible for any and all information communicated via moodle and UNCC email regarding the course including changes to deadlines and assignments. Failure to read an e-mail does not constitute an exception to its content. You are responsible for checking your UNCC e-mail, I will not use alternate personal e-mails such as Hotmail or gmail.

**eMail Policy**
- Please use my email address specified in the beginning of the syllabus for electronic communication.
- I check my email routinely, but NOT every minute. Once you’ve sent me a query, give me at least 24 hours to respond it.
Include a subject that references the course number, your section number, and a relevant topic. E-mails should be professional and use proper grammar, spelling, punctuation, and line breaks. If you do not include the course and section number in the subject line, the instructor is not accountable for receiving or responding to your message.

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 be out of town, have deadlines on other classes, etc., 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 (in advance) will be allowed to make up the exam with my approval.

- Exams must be taken in class, on the designated day and time. A valid student ID will be required or you will not be allowed to take the test. Exams are timed and students arriving late will not be permitted to stay beyond the designated end time.

- Upon entering the lab for exams:

  1. Please leave all bags, books, notes, etc. in the front of the classroom. Do not take anything with you to the seat. Turn off your telephone, MP3 player, and other electronic devices.

  2. Take a seat. Get your Student ID ready.

  3. Read all instructions on the board and proceed with the exam.

Electronic Devices in Class Policy

- Use of cellular phones, pagers, music players, radios, and similar devices are prohibited in the classroom and laboratory facilities.

- Cellular phones MUST BE TURNED OFF DURING CLASS AND LEFT IN THE FRONT OF THE ROOM FOR EXAMS, except in cases of medical emergencies.

- Calculators, cell phones, and computers are prohibited during examinations and quizzes. If your phone rings during an exam, you are finished and may leave the room. If you send or receive a text during an exam you are finished and must leave the room. If I see you with a phone in your hand for any reason during an exam, you will be asked to leave and receive a zero.
Use of instant messaging, email or other communication technologies during class time or exams 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 and other activities not required for the class. The instructor has the ability to view every computer screen in the room and share any individual desktop with the class. Logging onto Facebook, etc., during class not only violates policy but risks potential sharing with everyone in the room.

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 your grade being posted to Moodle. 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. No exceptions.
- Assignments submitted via SAM 2010 provide immediate feedback (it may take up to five minutes for large projects). Submission of an assignment to SAM includes (1) uploading your work, (2) checking that the upload was successful, and (3) reviewing the provided feedback. Most projects allow you to submit up to three attempts, thus you may study the feedback and resubmit up to two more times for a higher grade. It is in your interest to take advantage of this feature and also your responsibility to be aware of and manage your own grades. I cannot help you if you hit the “upload” button and walk away, then are surprised the next day by a failed upload or a lower than anticipated score. These do not constitute adequate reasons for an appeal.
- 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. 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.

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**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, complete the Web Development Lab, review the material 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 Projects (4 Excel Projects and 1 Access Project)

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<tr>
<th>Week</th>
<th>Topics</th>
<th>Assignments</th>
<th>Deliverables</th>
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| Week 1  (January 14-18) | • Course Orientation  
  • Course Technology  
  • Introduction to Web Development  
  • In-class Web Development Lab | • Obtain Required course materials (textbook, SAM 2010, Moodle, Office 2010, SharePoint Designer 2007)  
  • Website Project Assigned (due by 11:59 pm Sunday, February 3) | • Attend Orientation Session Monday, January 14, 5:00 pm in Friday Room 339. |
| Week 2  (January 21-25) | **Web Design:**  
  - Basic elements of a web site  
  - Hyperlinks  
  - Tables, lists, and images  
  - Layout | **Jan 21: MLK Day Holiday**  
  No class meeting this week, use materials on Moodle to study web development and create preliminary website for class next week. | • Quiz 1 due by 11:59 pm Sunday, January 20, via Moodle. |
| Week 3  (Jan 28 – Feb 1) | **Web Design Project:**  
  - Uploading a web site to the UNC Charlotte Web Server  
  - TEST your site | | • Live Web Development Session Monday, January 28, 5:00–6:15 pm – be prepared to work on your website and ask questions. |
| Week 4 (February 4-8) | Web Design Project:  
- Complete your site and review project requirements  
- SAM 2010  
- SAM orientation  
- How to complete tutorials and projects | • Excel Tutorials 1-4 Assigned (due Feb 10) *  
• Excel Project 1 Assigned (due Feb 20) | • Website Project Due  
Sunday, February 3, 11:59 pm, submit via Moodle.  
• Quiz 2 due by 11:59 pm Wednesday, February 6, via Moodle. |
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| Week 5 (February 11-15) | Excel Module 1 – SAM 2010  
- Excel Tutorial 1 - Getting started with Excel  
- Excel Tutorial 2 – Basic formatting  
- Excel Tutorial 3 – Formulas and functions  
- Excel Tutorial 4 – Charts and graphics | • Work on Excel Tutorials 1-4, Excel Project 1, and study for Exam 1.  
• Practice Test for Exam 1 available in SAM. | • Excel Tutorials 1-4 due by 11:59 pm, Sunday, February 10, via SAM. * |
| Week 6 (February 18-22) | Exam 1, Monday Feb 18  
Excel Module 1 – SAM 2010  
- Work on Excel Project 1 | | • Exam 1  
Monday, February 18, 5:00 pm.  
• Excel Project 1  
due by 11:59 pm, Wednesday, February 20, via SAM. |
| Week 7 (Feb 25 – Mar 1) | Excel Module 2 – SAM 2010  
- Excel Tutorial 5 - Tables, PivotTables, and PivotCharts  
- Excel Tutorial 6 - Managing Multiple Worksheets and Workbooks  
- Excel Tutorial 7- Advanced Functions, Conditional Formatting, and Filtering | • Excel Tutorials 5-7 Assigned *  
(due March 10)  
• Excel Project 2 Assigned (due March 13)  
• Practice Test for Exam 2 available in SAM. | |
| Week 8 (March 4-8) | Spring Break, no class | | |
| Week 9 (March 11-15) | Exam 2, Monday, March 11  
Excel Module 2 – SAM 2010  
- Complete Excel project 2 | • Finish tutorials 5-7  
• Study for exam 2  
• Do excel project 2 | • Excel Tutorials 5-7 due by 11:59 pm, Sunday, March 10, via SAM.*  
• Exam 2  
Monday, March 11, 5:00 pm.  
• Excel Project 2  
due by 11:59 pm, Wednesday, March 13, via SAM. |
| Week 10 (March 18-22) | Excel Module 3 – SAM 2010  
- Excel Tutorial 8 – Developing an Excel Application  
- Excel Tutorial 9 – Financial Tools and Functions  
- Excel Tutorial 10 - What-If Analyses  
- Excel Tutorial 11 - Connecting to External Data | • Excel Tutorials 8-11 Assigned * (due March 24)  
• Excel Project 3 Assigned (due April 3) | |
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<tr>
<th>Week</th>
<th>Module/Exercise</th>
<th>Assignments</th>
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<tr>
<td>Week 11</td>
<td>Excel Module 3 – SAM 2010</td>
<td>• Practice Test for Exam 3 available in SAM</td>
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<tr>
<td>(March 25-29)</td>
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<td>• Excel Project 4 Assigned (due April 12)</td>
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<td>• Excel Tutorials 8-11 due by 11:59 pm, Sunday, March 24, via SAM.*</td>
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<tr>
<td>Week 12</td>
<td>Exam 3, Monday April 1</td>
<td>• Excel Tutorials 8-11</td>
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<tr>
<td>(April 1-5)</td>
<td>Excel Module 3 – SAM 2010</td>
<td>• Complete Excel project 3</td>
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<td>• Exam 3 Monday, April 1, 5:00 pm.</td>
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<td>• Excel Project 3 due by 11:59 pm, Wednesday, April 3, via SAM.</td>
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<td>Week 13</td>
<td>Access Module – SAM 2010</td>
<td>• Access Tutorials 1-4 Assigned * (due April 21)</td>
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<td>(April 8-12)</td>
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<td>• Access Project Assigned (due April 30)</td>
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<td>• Excel Project 4 due by 11:59 pm, Friday April 12, via SAM.</td>
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<td>Week 14</td>
<td>Access Module – SAM 2010</td>
<td>No class, work on Access tutorials and project.</td>
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<td>(April 15-19)</td>
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<td>Week 15</td>
<td>Access Module – SAM 2010</td>
<td>• Practice Test for Exam 4 available in SAM.</td>
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<td>(April 22-26)</td>
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<td>• Optional Review session for Exam 4, April 22.</td>
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<td>• Access Tutorials 1-4 due by 11:59 pm, Sunday, April 21, via SAM.*</td>
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<tr>
<td>Week 16</td>
<td>Exam 4, Monday, April 29</td>
<td>• Access Tutorials 1-4</td>
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<td>(April 29-May 3)</td>
<td>Access Module – SAM 2010</td>
<td>• Complete Access project</td>
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<td>• Exam 4 Monday, April 29, 5:00 pm.</td>
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<td>• Access Project due by 11:59 pm, Wednesday, April 30, via SAM.</td>
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<td>Week 17</td>
<td>Optional Final Exam TBA</td>
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<td>(May 6-10)</td>
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* IMPORTANT – SAM tutorials are due on the dates indicated above. This means you must complete ALL of the assigned tutorials in full by the dates and times indicated to receive credit for the assignment. There will be NO PARTIAL CREDIT for the tutorials.

* The tutorials are available after the deadline so you can use them to study for the tests and projects.