****Course Schedule

Before MIdnight

CRNs 23089, 23087, 23097, 23112, 24182

 Due date for Late

 Projects/Exams

No late work accepted for Lessons Note: 25% penalty

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| --- | --- | --- | --- |
| Name of Lesson/Project/Exam | Point Value | Due Date  |  |
| Office 2016 Overview | 17 |

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| Discussion Question Introduce Yourself | 5 |  |  |
| Discussion Question What is One Drive | 5 |  |  |
| Discussion Question Social Networks | 5 |  |  |
| Access 2016 Lesson 1 - Getting Started with Access | 20 |

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| Access 2016 Lesson 2 - Working with Tables | 19 |

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| Project-Access 2016 In Practice Ch. 2 Guided Project 2-1 | 34 |  Late work due before 1/29 |  |
| Access 2016 Lesson 3 - Working with Forms and Reports | 22 |

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| Project Access 2016 In Practice Ch. 3 Guided Project 3-2 | 14 |  Late work due before 1/29 |  |
| Access 2016 Lesson 4 - Using Queries and Organizing Information | 21 |

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| RW Access 2016 Exam | 25 |  Late work due before 1/29 |  |
| Discussion Question Video Sharing | 5 |  |  |
| Discussion Question Travel | 5 |  |  |
| Word 2016 Lesson 1 - Getting Started with Word | 19 |

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| Word 2016 Lesson 2 - Formatting Text and Paragraphs | 16 |

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| Project Word 2016 In Practice Ch. 2 Independent Project 2-4 | 36 |  Late work due before 2/19 |  |
| Word 2016 Lesson 3 - Formatting Documents | 20 |

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| Word 2016 Lesson 4 - Working with Pictures, Tables, and Charts | 21 |

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| Project Word 2016 In Practice Ch. 4 Independent Project 4-4 | 28 |  Late work due before 2/19 |  |
| Word 2016 Lesson 5 - Working with Reports, References, and Mailings | 20 |

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| RW Word 2016 Exam | 25 |  Late work due before 2/19 |  |
| Excel 2016 Lesson 1 - Getting Started with Excel | 18 |

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| Excel 2016 Lesson 2 - Formatting Cells | 22 |

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| Excel 2016 Lesson 3 - Using Formulas and Functions | 20 |  |  |
| Project Excel 2016 In Practice Ch. 3 Guided Project 3-3 | 27 |  Late work due before 3/12 |  |
| Excel 2016 Lesson 4 - Formatting Worksheets and Managing the Workbook | 21 |

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| Project Excel 2016 In Practice Ch. 4 Guided Project 4-3 | 29 |  Late work due before 3/12 |  |
| Excel 2016 Lesson 5 - Adding Charts and Analyzing Data | 23 |

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| RW Excel 2016 Exam | 25 |  Late work due before 3/12 |  |

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| PowerPoint 2016 Lesson 1 - Getting Started with PowerPoint | 19 |  |  |
| PowerPoint 2016 Lesson 2 - Adding Content to Slides | 20 |

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| PowerPoint 2016 Lesson 3 - Formatting Presentations | 19 |

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| PowerPoint 2016 Lesson 4 - Managing and Delivering Presentations | 20 |  |  |
| Project PowerPoint 2016 In Practice Ch1 Independent Project 1-6 | 13 |

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|  Late work due before 4/2 |   |

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| **Computer Concepts Lesson 1 - What is a computer?** |  |

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| **What is a computer quiz** | 4 |  Late work due before 4/21 |  |
| **Computer Concepts Lesson 2 - Hardware** |  |

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| **Hardware quiz** | 15 |  Late work due before 4/21 |  |
| **Computer Concepts Lesson 3 - Software** |  |

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| **Software quiz** | 14 |

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| **Computer Concepts Lesson 4 - RAM/RAM Measurements** |  |  |  |
| **RAM/RAM measurements quiz** | 7 |  Late work due before 4/21 |  |
| **Computer Concepts Lesson 5 - The Internet** |  |

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| **Internet quiz** | 15 |  Late work due before 4/21 |  |
| **Computer Concepts Lesson 6 - Keeping computer physically clean** |  |

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| **Keeping computer physically clean quiz** | 4 |  Late work due before 4/21 |  |
| **Computer Concepts Lesson 7 - Internal computer maintenance** |  |   |  |
| **Internal computer maintenance quiz** | 5 |  Late work due before 4/21 |  |
| **Networks** |  |   |  |
| **Final Exam-Networks** | 20 |  Due at NOON. No late work |  |

NOTE: Course Schedule is accessible on the Home page. Click the Next button to continue to the next page of this Start module.