**VALENCIA COLLEGE**

Office & Medical Administration

**OST 2854C MS Office 2016 Course Syllabus CRN 22731**

Spring 2021 West Campus

Online Format Canvas

(*Subject to Change*)

# COURSE DESCRIPTION

Beginning/Intermediate office application course. Students will learn Microsoft Office 2016 in a Windows environment and its use in business including Word for creating and editing word processing documents, Excel for creating spreadsheets, Access for creating databases, and PowerPoint for creating professional slide show presentations.

# TOPICS/AREAS COVERED:\*

1. Be able to create and modify letters, tables, and other business documents using formatting tools, and other Microsoft Word features.

2. Be able to organize and analyze sets of numbers, perform calculations, graph data, and develop reports using Microsoft Excel.

3. Be able to organize and manipulate data, perform selection queries, develop reports and convert files using Microsoft Access.

4. Be able to create slide show presentations, speaker notes, and audience handouts utilizing Microsoft PowerPoint.

\*These may be covered as discrete topics and/or integrated with other areas in an order, which is at the discretion of the professor. It should be understood that this topic knowledge is the minimum level of a grade of D or better. These and other topics may be expanded or elaborated at the discretion of the individual professor and is in no way intended to be comprehensive or all-inclusive.

**CREDIT HOURS:**  3 credit hours

**COURSE FORMAT:** Online-Canvas

**PROFESSOR:** ***Ms. Annette T. Schonborn***

**DEPT. OFFICE:** Business/Behavioral & Social Sciences, OST

**COMPUTER LAB:** Building 7-144 @ West Campus Office Phone: (407) 582-1730

**EMAIL:** Contact by Canvas email. (This will be our online communication for this course.)

# **2021 Important College Calendar Dates:** [Valencia Calendar](http://valenciacollege.edu/calendar/)

**First Day of Classes for Spring Term beginning 1/11/21**

Course Dates: Course begins January 11, 2021 – May 2, 2021

Martin Luter King – No classes January 18, 2021

College Closed SPRING BREAK March 8th – March 14th, 2021

**Withdrawal Deadline for “W” grade March 26th, 2021**

Final Exams Week April 26th – May 2nd, 2021

Grades due May 3rd, at 9 a.m.

# Technique for Online Classes

* Additionally, research has shown that students who are ***highly self-directed and manage their time well*** are more likely to succeed using these delivery methods. Online courses can be time intensive. Varying keyboard skill rates can impact the amount of time students spend completing course work online. It is recommended that students carefully evaluate their readiness and abilities in these areas before selecting distance learning courses.
* All students registered for an online course at Valencia are expected to use the Canvas system for their work. All students will be expected to complete the online Canvas training (available from the Canvas Course Homepage) if they do not know how to use Canvas Learn 9.1. Resources to assist students in determining readiness for online courses may be found at

<http://valenciacollege.edu/oit/ltad/StudentResources/tutorials>.

* Since this is an online course, all of your learning will take place when you read the book, do the required assignments, refer to the online content in Canvas, communicate with the class over the Internet via your online classroom in Canvas. Even though the class does not meet in person, you are still expected to do the same amount of work of classes that meet three hours per week over the normal semester including additional time for homework.

Course Schedule and or Assignments may be subject to change by discretion of instructor. It is the students’ responsibility to remain informed of any changes and/or additions throughout the term of the course. Information will be communicated by Canvas. It is imperative that you check your Canvas email regularly (preferably each day) for an update or as additional information required for an assignment, project, class presentation, etc. Note that the Announcements section in addition to the Discussion Board needs to be monitored at least more than once a week by each student.

**Even though this is an online class in Canvas participation is still required.** It is expected that you log in to Canvas at least once daily during the week. I expect ALL students to participate in Canvas and to read all announcements, discussion board postings, emails, etc. and submit all required online assignments by the due date. (Failure to submit an assignment, discussion posting, quiz and/or exam resulting in a “0” will not be an excuse to “I did not see that.”)

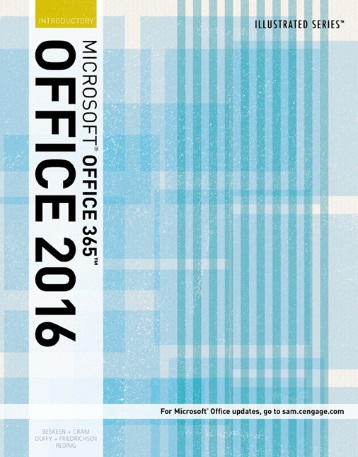
# Canvas Technical Support

All faculty members and students needing assistance with Canvas can now contact the Valencia Canvas Help Desk by calling 407-582-5600 or email [onlinehelp@valenciacollege.edu](mailto:onlinehelp@valenciacollege.edu).

It is strongly recommended that you print out a copy of the course syllabus and course assignments and keep in a binder so that you may have the information to refer to throughout the term.

All important course information will also delivered by Atlas at the beginning of the course. All students who registered for courses at Valencia do have an Atlas account. Not logging in to course regularly may result in missed assignments, chapter quiz, exam, or project, etc. Not turning in a due assignment, quiz, exam or project as assigned by the due date will result in a grade of “0.”

# REQUIRED TEXTBOOK AND MATERIALS (Text is with MindTap)

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**Please note that sometimes ISBN numbers do change.**

\*It is highly recommended that you purchase the textbook within at least one week of class start date as not to miss assignments. Late purchase of textbook will not be an excuse for submitting late work. Late work will NOT be accepted past the due date, no matter the reason.

Note that you will be learning Office 2016. It is important that you know that Office 2016 will not work for completing the assignments since it is a totally different application program. If you do not have Office 2016 on your home computer and are unable to purchase it, we do have our college computers available for your use. Our department computer lab at the West Campus is in Building 7, Room 144 and also at your college library. Check the Valencia website for computer lab hours at our campus and also at your home campus.

# Microsoft Office 2016 System Requirements

This interactive text is designed to complete section work on a computer running

a standard installation of Microsoft Office 2016, Office Professional edition, and the Microsoft

Windows 10 operating system. To effectively run this suite and operating system, your computer should be outfitted with at least the following:

• 1 gigahertz (GHz) processor or higher; 1 gigabyte (GB) of RAM

• DVD drive, 3 GB of available hard-disk space

• Computer mouse or compatible pointing device

*For additional information please refer to:* [*http://technet.microsoft.com/en-us/library/ee624351.aspx*](http://technet.microsoft.com/en-us/library/ee624351.aspx)

***Please note****: Please plan ahead if you have a Mac. Some of the assignments can only be completed on a PC.*

# Computer Time

***Plan to spend approximately six to eight hours per week*** of computer time or more for successful completion of course requirements. (This is the minimum recommended time.)

# COMPREHENSIVE MS Office 2016 TOPICS

Word 2016

Module A: Creating Documents in Word 2016

Module B: Editing Documents

Module C: Formatting Text and Paragraphs

Module D: Formatting Documents

Excel 2016

Module A: Getting Started with Excel 2016

Module B: Working with Formulas and Functions

Module C: Formatting a Worksheet

Module D: Working with Charts

Access 2016

Module A: Getting Started with Access 2016

Module B: Building and Using Queries

Module C: Using Forms

Module D: Using Reports

PowerPoint 2016

Module A: Creating a Presentation in PowerPoint 2016

Module B: Modifying a Presentation

Module C: Inserting Objects into a Presentation

Module D: Finishing a Presentation

|  |  |  |
| --- | --- | --- |
| **Section** | **Module** | **Topic** |
| Word 2016 | A | Creating Documents in Word 2016 |
|  | B | Editing Documents |
|  | C | Formatting Text and Paragraphs |
|  | D | Formatting Documents |
| Excel 2016 | A | Getting Started with Excel 2016 |
|  | B | Working with Formulas and Functions |
|  | C | Formatting a Worksheet |
|  | D | Working with Charts |
| Access 2016 | A | Getting Started with Access 2016 |
|  | B | Building and Using Queries |
|  | C | Using Forms |
|  | D | Using Reports |
| PowerPoint 2016 | A | Creating a Presentation in PowerPoint 2016 |
|  | B | Modifying a Presentation |
|  | C | Inserting Objects into a Presentation |
|  | D | Finishing a Presentation |

# COURSE CONTENT AND ASSIGNMENTS

Chapter Modules, Exercises and Assignments are to be completed as the assigned exercises for each chapter following the instructions in your course assignments as listed at end of syllabus. ALL sections of each chapter must be completed in order to receive FULL credit. **It is your responsibility to complete all assigned work. All assignments must be turned in via Canvas where indicated and by following the instructions given there by midnight of the DUE DATE unless otherwise specified.** Late assignments will not be accepted for any reason. DO NOT submit to email as credit will not be granted. You will forfeit those points for not submitting on time. If there is a serious problem, please email me and I will take it under consideration. There is a link to download student files in Canvas.

# EVALUATION-Tests and Assignments

During the session, there will be scheduled exams using SAM, within Canvas. There will be tests on the chapter readings and course subject materials including the homework exercise. Failure to complete the announced exams by the posted due date will result in a “0” for that exam.

There will be NO makeup exams. The Module Exams and Final Exam as announced will be available online via SAM for approximately one week period—refer to the schedule at the end of this syllabus. You must take time to take all the exams during the testing period allowed for each one. If you wait until the last date of availability and then an emergency arises that prevents you from taking the exam, you will not be granted an extension for any reason. There will be NO exceptions, so plan to take the assigned exam early.

Mid-Term Warning: If you are making a grade lower that a C at or about mid-term, you will be notified by your professor. If you receive below a “C” notice, you should meet or follow contact without delay with the professor. You not receiving a “below C notice” at mid-term does not guarantee that you will pass the course. If a student does not respond to a notice, the student may be withdrawn upon the discretion of the professor.

# Assignments and Module Exam Procedures

All students will be required to complete an end of application Exam. These will reflect each of the 4 Modules (one for Word, one for Excel, one for Access, and one for PowerPoint). Please note that if work is not submitted by the deadline due date; you will not be able to submit at a later date or late AFTER the due date and the grade that Module will be a 0.

Prior to the Exam there will be a Practice for each exam. You will be able to take the Practice Exam 10 times. You will submit the highest result for each exam. It is expected that you take the Practice Exam for each area (Word, Excel, Access, and PPT) within the weeks before the actual exam date.

Grading Policy: The grading scale for this course is:

**Points Value**

1. Discussions (4) (15 pts each) 60 points

2. Homework: Assignments (10 pts each) 480 points

3. Training for each Module (10 pts each) 160 points

4. Exams (4) (1 for each area) (50 points each) 200 points

5. Final Exam 100 points

**Total =**  1000 points

**Your final grade will be assigned as follows with letter grades equivalent to:**

900- 1000 points A 90- 100%

750- 899 points B 80-89%

600- 749 points C 70-79%

450- 599 points D 60-69%

Less than 449 F 0-59%

# VALENCIA STUDENT COMPETENCIES

Valencia’s Student Core Competencies are complex abilities that are essential to lifelong success.

* THINK, VALUE, COMMUNICATE, ACT <http://valenciacc.edu/competencies/default.cfm>

# IMPORTANT: WITHDRAWAL POLICY

A student may withdraw at any time before **March 26th, 2021** by filing a withdrawal form in the

Admissions Office and receive a W for a grade or in submitting online through Atlas.

**Per Valencia Policy 4-07 (Academic Progress, Course Attendance and Grades, and Withdrawals,** a student who withdraws from class before the withdrawal deadline of **March 26th, 2021** will receive a grade of “W.” Note that a student is not permitted to withdraw after the withdrawal deadline.

Important: Students who stay in the class after this deadline are responsible to complete all work required for the course; e.g., homework, projects, tests, etc. If you choose to stop coming to the class after the Withdrawal deadline, you will be held responsible for all work missed, including the final. Any work which is not completed by the appropriate deadline will receive a zero. Hence, the final grade for the course will be determined by taking into consideration the percentages obtained by work which was turned in and the zeros given to work which was not turned in on time. Students can still be withdrawn by the college for violations of the college’s code of conduct policies. Any student who withdraws or is withdrawn from a class during a third or subsequent attempt in the same course will be assigned a grade of “F.”

**“NO SHOW” STATUS”** Class attendance is required beginning with the first class meeting. For an online class, that means “logging in” as instructed whether completing a posting in the Discussion Board/and or sending an email to instructor as assigned. If you do not attend the first class meeting, you may be withdrawn from the class as a “no show.” ***If you are withdrawn as a “no show,” you will be financially responsible for the class and a “W” will appear on your transcript for the course.***

# CLASSROOM POLICIES FOR CLASSES AND/OR LAB ON CAMPUS:

* Absolutely NO Food and drinks are allowed in the classrooms, computer labs and/or lab. College policy also indicates that NO children are allowed in classrooms, in the lab or college library at any time.
* Please turn off or “silent” cell phones during class, exam and/or study period. Again, this is a distraction in the classroom or lab. Note that if you are expecting an important call, please resume to the lobby or hall area outside the classroom.
* Always carry your student ID and schedule as you may be asked to show verification that you are a Valencia student.

# DISCLAIMER

Changes in the syllabus and schedule may be made at any time during the term by announcement of the professor. A revised syllabus may be issued at the discretion of the professor.

For online courses, participation online is required whether by responding to the Discussion Board, completion of assigned online activities, posting of assignments and/or response to email, etc. It is important that ALL online students respond to required postings to discussions, emails, assignments, tests, quizzes, etc.

# OFFICE FOR STUDENT DISABILITIES

Students with disabilities who qualify for academic accommodations must provide a Notification to Instructor (NTI) form from the Office for Students with Disabilities (OSD) and discuss specific needs with the professor, preferably during the first two weeks of class. The Office for Students with Disabilities determines accommodations based on appropriate documentation of disabilities." West Campus SSB, Rm. 102 Ph: 407-582-1523 Fax: 407-582-1326 TTY: 407-582-1222

# DISRUPTIVE BEHAVIOR

Any student engaged in disruptive behavior will be advised at the first offense, will be dropped from the course in the second offense.

# ACADEMIC HONESTY

All forms of academic dishonesty are prohibited at Valencia College. Academic dishonesty includes, but is not limited to, plagiarism, cheating, furnishing false information, forgery, alteration or misuse of documents, misconduct during a testing situation, and misuse of identification with intent to defraud or deceive.

• All work submitted by students is expected to be the result of the students' individual thoughts, research, and self-expression. Whenever a student uses ideas, wording, or organization from another source, the source shall be appropriately acknowledged and cited.

• Note that Canvas includes “Safe Assign,” which is a plagiarism prevention tool. This will disclose unoriginal content in a student report, assignment and/or project. All projects, assignments and or papers will be checked with Safe Assign, which compares all submitted papers against the Internet, ProQuest Research Database Articles, Institutional Submissions from Valencia and/or other colleges, in addition to the Global Reference Database.

• When the professor has reason to believe that an act of academic dishonesty has occurred, and before sanctions are imposed, the student shall be given informal notice and an opportModuley to be heard by the professor. Any student determined by the professor to have been guilty of engaging in an act of academic dishonesty shall be liable to a range of academic penalties as determined by the professor which may include, but not be limited to, one or more of the following: loss of credit for an assignment, examination, or project; a reduction in the course grade; or a grade of "F" in the course. At the option of the professor, the campus provost may be furnished with written notification of the occurrence and the action taken. If such written notice is given, a copy shall be provided to the student.

• Students guilty of engaging in a gross or flagrant act of academic dishonesty or repeated instances of academic dishonesty shall also be subject to administrative and/or disciplinary penalties which may include warning, probation, suspension and/or expulsion from the College.

• The student may appeal action taken by the professor under the provisions of either Policy 6Hx28:10-13 Student Academic Grievances or 6Hx28:10-15 Student Rights of Appeal of Administrative Decisions as determined by the nature of the action taken.

As a result, students shall take special notice that the assignment of course grades is the responsibility of the students' individual professor.

# Learning Support Statement:

**Distance Tutoring & Technology Support at Valencia:** You can easily access Valencia’s *free* distance tutoring and tech support from a computer, laptop or mobile device.

Distance tutoring services are provided fully online via Zoom.   Through this service, you will receive real-time assistance via a Valencia tutor.  Online tutoring is offered in: mathematics, sciences, accounting & economics, computer programming, EAP and foreign languages, and writing.

Online Learning Technology Support services are also available. Students can receive assistance with navigating: Canvas, OneDrive, Zoom, YouTube, and Microsoft Office (Word, Excel, & PowerPoint).  Support is also provided for video editing (via iMovie and MovieMaker) and converting documents from a Mac to PC.  Tech support is available live (on-demand) via Zoom, by appointment, or via email.   Students are encouraged to use the 24/7 Canvas Help located inside Canvas by clicking on the “Help” icon.

To get started using the Distance Tutoring and Learning Technology Support services, please visit [www.valenciacollege.edu/tutoring](https://nam01.safelinks.protection.outlook.com/?url=http%3A%2F%2Fwww.valenciacollege.edu%2Ftutoring&data=02%7C01%7Clshephard%40valenciacollege.edu%7Cd3a01797f62243f9719f08d83b031968%7C0e8866953d1741a88544135b0a92a47c%7C1%7C0%7C637324231776604261&sdata=0UCUb8FcpuLtQKZstaBT0RebVJTcx5sNfbkLxmm1paM%3D&reserved=0).  Through this site, you can view the schedule of tutors/tech support assistants, find available times, learn more about the services, and access a collection of supplemental resources that are available 24/7.

**Hours of Operation:**

**Monday-Friday: 8 am – 10 pm**

**Saturday & Sunday: 9 am – 7 pm**

# Online Tools:

* Students who need Microsoft office (Word, Excel, Powerpoint) can access these applications through Atlas.  Please feel free to use the following statement:  
  *As a Valencia student, you have access to Microsoft Word (as well as Microsoft Excel, Powerpoint, etc) free for personal use.  You can learn more about accessing these applications in*[*Atlas*](https://nam01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fatlas.valenciacollege.edu%2F&data=02%7C01%7Cmmcintire1%40valenciacollege.edu%7Cee83d91ba9274edfb92108d842d3e03c%7C0e8866953d1741a88544135b0a92a47c%7C1%7C0%7C637332825100402295&sdata=AlIW6V%2FepOD9Ewvzd1ayQIRwzrOdBJtbe0pK7IV5SUM%3D&reserved=0)*, on the "My Atlas" tab, right hand column, under "Microsoft Office for Personal Use."*

# Student Illness Syllabus Statement

If you are unable to participate in the course due to illness, family emergency, etc., please communicate with me as soon as possible in order to create a plan to complete any missed assignments so that your learning can progress in your course. In the case of a prolonged online absence, please communicate with me as soon as possible in order to create a plan for the best course of action.

# OST 2854 MS Office 2016 Online

Assignment Sheet

(Subject to Change)

Spring 2021 1/11/21 through 5/2/21

**Course Schedule\*—MS Office 2016**

*\*Note that for scheduling purposes, every week begins on a Monday and assignments are due on the Sunday evening of the following week, by 11:59 pm in that week as assigned in Canvas.*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Week 1: Introduction to Course**  Complete:   1. Read, Review and Print out Syllabus. 2. Complete **Discussion #1 by J**anuary 17th, 2021 3. Purchase Textbook as indicated in Syllabus 4. Become familiar with the Syllabus and Canvas.   *You can write the due dates from the checklist in the column to the right if you wish and/or at the end of each area.*  *(You may begin submitting assignments ahead of schedule, however, the Exams are scheduled for 1 week – usually the last week of each area)* | | | | | | |
| **Section** | **Module** | | **Assignment** | **Point Value** | **Due Date** | |
| Word | | | | | | |
| **Module A:** Creating Documents with Word 2016 | | | |  |  | |
| **Word** | Module 1 | | Training | 10 |
| **Word** | Module 1 | | SAM Proj 1 | 10 |
| **Word** | Module 1 | | SAM Proj 2 | 10 |
| **Word** | Module 1 | | Word SAM Textbook Proj. | 10 |
| **Module B:** Editing Documents | | | |  |
| **Word** | Module 2 | | Training | 10 |
| **Word** | Module 2 | | SAM Proj 1 | 10 |
| **Word** | Module 2 | | SAM Proj 2 | 10 |
| **Word** | Module 2 | | Word SAM Textbook Proj. | 10 |
| **Module C:** Formatting Text and Paragraphs | | | |  |
| **Word** | Module 3 | | Training | 10 |
| **Word** | Module 3 | | SAM Proj 1 | 10 |
| **Word** | Module 3 | | SAM Proj 2 | 10 |
| **Word** | Module 3 | | Word SAM Textbook Proj. | 10 |
| **Module D:** Formatting Documents | | | |  |
| **Word** | Module 4 | | Training | 10 |
| **Word** | Module 4 | | SAM Proj 1 | 10 |
| **Word** | Module 4 | | SAM Proj 2 | 10 |
| **Word** | Module 4 | | Word SAM Textbook Proj. | 10 |
| **Exam #1 (Word) will be po**sted **in Canvas.** *(Make sure you check your email and announcements.) This will be available for you to take during the last week of Word. You can write the due date on the line below.*  *Word Exam: Due: \_\_\_\_\_\_\_*  *Discussion #1: Due: \_\_\_\_\_\_* | | | | | | |
| Excel | | | | | | |
| **Module A:** Getting Started with Excel 2016 | | | |  | |  |
| **Excel** | Module 1 | | Training | 10 | |
| **Excel** | Module 1 | | SAM Proj 1 | 10 | |
| **Excel** | Module 1 | | SAM Proj 2 | 10 | |
| **Excel** | Module 1 | | Word SAM Textbook Proj. | 10 | |
| **Module B:**  Working with Formulas and Functions | | | |  | |
| **Excel** | Module 2 | | Training | 10 | |
| **Excel** | Module 2 | | SAM Proj 1 | 10 | |
| **Excel** | Module 2 | | SAM Proj 2 | 10 | |
| **Excel** | Module 2 | | Word SAM Textbook Proj. | 10 | |
| **Module C:** Formatting a Worksheet | | | |  | |
| **Excel** | Module 3 | | Training | 10 | |
| **Excel** | Module 3 | | SAM Proj 1 | 10 | |
| **Excel** | Module 3 | | SAM Proj 2 | 10 | |
| **Excel** | Module 3 | | Word SAM Textbook Proj. | 10 | |
| **Module D:** Working with Charts | | | |  | |
| **Excel** | Module 4 | | Training | 10 | |
| **Excel** | Module 4 | | SAM Proj 1 | 10 | |
| **Excel** | Module 4 | | SAM Proj 2 | 10 | |
| **Excel** | Module 4 | | Word SAM Textbook Proj. | 10 | |
| **Exam #2 (Excel) will be po**sted **in Canvas.** *(Make sure you check your email and announcements.) This will be available for you to take during the last week of Excel. You can write the due date on the line below.*  *Excel Exam: Due: \_\_\_\_\_\_*  *Discussion #2: Due: \_\_\_\_\_\_* | | | | | | |
| Access | | | | | | |
| **Module A** – Getting Started in Access 2016 | | | |  | |  |
| **Access** | Module 1 | | Training | 10 | |
| **Access** | Module 1 | | SAM Proj 1 | 10 | |
| **Access** | Module 1 | | SAM Proj 2 | 10 | |
| **Access** | Module 1 | | Word SAM Textbook Proj. | 10 | |
| **Module B:** Inserting Shapes and Word Art | | | |  | |
| **Access** | Module 2 | | Training | 10 | |
| **Access** | Module 2 | | SAM Proj 1 | 10 | |
| **Access** | Module 2 | | SAM Proj 2 | 10 | |
| **Access** | Module 2 | | Word SAM Textbook Proj. | 10 | |
| **Module C:** Summarizing Creating Tables | | | |  | |
| **Access** | Module 3 | | Training | 10 | |
| **Access** | Module 3 | | SAM Proj 1 | 10 | |
| **Access** | Module 3 | | SAM Proj 2 | 10 | |
| **Access** | Module 3 | | Word SAM Textbook Proj. | 10 | |
| **Module D:** Enhancing Tables | | | |  | |
| **Access** | Module 4 | | Training | 10 | |
| **Access** | Module 4 | | SAM Proj 1 | 10 | |
| **Access** | Module 4 | | SAM Proj 2 | 10 | |
| **Access** | Module 4 | | Word SAM Textbook Proj. | 10 | |
| **Exam #3 (Access) will be p**osted **in Canvas.** *(Make sure you check your email and announcements.) This will be available for you to take during the last week of Access. You can write the due date on the line below.*  *Access Exam: Due: \_\_\_\_\_\_*  *Discussion #3 Due: \_\_\_\_\_\_* | | | | | | |
| PowerPoint | | | | | | |
| **Module A:** Creating a Presentation in PowerPoint 2016 | | | |  | |  |
| **PowerPoint** | Module 1 | Training | | 10 | |
| **PowerPoint** | Module 1 | SAM Proj 1 | | 10 | |
| **PowerPoint** | Module 1 | SAM Proj 2 | | 10 | |
| **PowerPoint** | Module 1 | Word SAM Textbook Proj. | | 10 | |
| **Module B:** Sorting and Selecting | | | |  | |
| **PowerPoint** | Module 2 | Training | | 10 | |
| **PowerPoint** | Module 2 | SAM Proj 1 | | 10 | |
| **PowerPoint** | Module 2 | SAM Proj 2 | | 10 | |
| **PowerPoint** | Module 2 | Word SAM Textbook Proj. | | 10 | |
| **Module C:** Managing Lists-Co | | | |  | |
| **PowerPoint** | Module 3 | Training | | 10 | |
| **PowerPoint** | Module 3 | SAM Proj 1 | | 10 | |
| **PowerPoint** | Module 3 | SAM Proj 2 | | 10 | |
| **PowerPoint** | Module 3 | Word SAM Textbook Proj. | | 10 | |
| **Module D:** Managing Page Numbers, Headers, and Footers | | | |  | |
| **PowerPoint** | Module 4 | Training | | 10 | |
| **PowerPoint** | Module 4 | SAM Proj 1 | | 10 | |
| **PowerPoint** | Module 4 | SAM Proj 2 | | 10 | |
| **PowerPoint** | Module 4 | Word SAM Textbook Proj. | | 10 | |
| **Exam #4 (PPT) will be po**sted **in Canvas.** *(Make sure you check your email and announcements.) This will be available for you to take during the last week of PPT. You can write the due date on the line below.*  *PPT Exam: Due: \_\_\_\_\_\_\_*  *Discussion #4: Due: \_\_\_\_\_\_\_* | | | | | | |
| **Final Exam MUST be taken by 4/**28**/2021 – before 11:59 p.m. – NO EXCEPTIONS** | | | | | | |

**Congratulations! ☺ You have completed the course! See below for checklist of what needs to be submitted.**

OST 2854C

# Spring 2021 Checklist

*Please adhere to all due dates below. Copy these due dates on the Assignment Sheet shown in the syllabus above this page and print this page out. Keep this near your school work so that you can check off those that are submitted.*

|  |  |  |
| --- | --- | --- |
| Checklist | | |
|  | ***Please submit all assignments, discussions, and exam ON TIME. Do NOT be tardy on submitting assignments.*** |  |
| Item | Due Date | Points |
|  |  |  |
| Discussion 1 | 2/21 | 15 |
| Discussion 2 | 3/7 | 15 |
| Discussion 3 | 3/28 | 15 |
| Discussion 4 | 4/18 | 15 |
| Word Mod 1 | 2/21 | 40 |
| Word Mod 2 | 2/21 | 40 |
| Word Mod 3 | 2/28 | 40 |
| Word Mod 4 | 2/28 | 40 |
| Word Exam | 3/7 | 50 |
| Excel Mod 1 | 3/7 | 40 |
| Excel Mod 2 | 3/7 | 40 |
| Excel Mod 3 | 3/14 | 40 |
| Excel Mod 4 | 3/14 | 40 |
| Excel Exam | 3/21 | 50 |
| Access Mod 1 | 3/21 | 40 |
| Access Mod 2 | 3/21 (due to Spring Break you can submit 3/21) | 40 |
| Access Mod 3 | 3/28 | 40 |
| Access Mod 4 | 4/4 | 40 |
| Access Exam | 4/4 | 50 |
| PPT Mod 1 | 4/10 | 40 |
| PPT Mod 2 | 4/10 | 40 |
| PPT Mod 3 | 4/17 | 40 |
| PPT Mod 4 | 4/24 | 40 |
| PPT Exam | 4/25 | 50 |
| Final Exam | 4/26 | 100 |
|  |  |  |
| Total | **EVERYTHING** MUST BE SUBMITTED BY **4/28**. | 1000 |
|  | Please continue to check your grades to be sure all have been submitted. **You need to keep up with the assignment due dates and check announcements**. After the due date a zero will be grade received if not submitted on time. |  |