Department of Information and Operations Management

ISTM 209- Business Information Systems Concepts

Meeting Time: Online

## Course Information

Course Number: 209

Course Title: ISTM

Section: 598-599

Time: Online

Location: Online

Credit Hours: 3

### Instructor Details

Instructor: Wanda Curtsinger

Office: Wehner 301b

Phone: 979-845-0810

E-Mail: wcurtsinger@mays.tamu.edu

Office Hours: Monday 11:30 a.m. – 1:00 p.m. and Wednesday 1:00 p.m. – 2:15 p.m. through Zoom. The Zoom link will be posted under Office Hours on the Homepage in Canvas. You will be placed in a waiting room until it is your turn.

Zoom Link: <https://tamu.zoom.us/j/99725533912>

The best way to reach me is through email. I will respond within 24 hours/Monday – Friday.

### Course Description

Introduction to the use of computers in data and document management and as a problem-solving tool for business; fundamental concepts of information technology and theory; opportunities to use existing application software to solve various business information systems-oriented problems. May not be used to satisfy degree requirements for majors in business.

### Course Prerequisites

**Prerequisite:** For students other than business and agribusiness majors.

### Course Learning Outcomes

A student will have attained the necessary knowledge and vocabulary to converse with other business professionals about the role of IT in business. A student will have introductory skills for managing business data, and for protecting and analyzing business information. The student will know how to use Excel spreadsheet tools for the analysis of business data by utilizing file import capabilities, chart development, pivot-tables, goal-seeking, and what-if analysis.

The student will know how to utilize Access databases for data input with controls, report generation, form management and query analysis.

A student will also be able to do rudimentary Relational Database design and diagramming and understand basic HTML code.

### COURSE OVERVIEW AND OBJECTIVES

1. Students will demonstrate and utilize information technology (i.e., Excel, Access, HTML, CSS) as a tool for solving business problems.

2. Students will identify the types of information systems and their uses in business.

3. Students will identify how information systems provide value for organizations.

4. Students will recognize the components of an information systems infrastructure, and how they should be managed and protected in an organization.

5. Students will identify how organizations use electronic commerce to achieve their goals.

6. Students will recognize the tools and techniques used to develop information systems.

7. Students will identify unethical and illegal practices in the use of information systems and technology.

8. Students will identify the components of computer information systems.

### Textbook and/or Resource Materials

Need: **Required Course Materials:**MyEducator Prometheus Series with Excel/Access.  These items are available from MyEducator. You will click on the MyEducator (Excel and Access Assignments) in the course menu to purchase. You can purchase access after the course opens.

Need: **Required Course Materials:** McGraw-Hill Platform. This course is participating in the school’s FIRST DAY program where codeless Connect access is delivered via Canvas. You do not need to purchase anything on your own; instead, Connect will be accessed through Canvas and your student account will be billed for the course materials. You have the option to opt out of the program at any time prior to the census date by visiting the “course materials” link in Canvas. However, if you do opt-out, you will still be required to purchase McGraw-Hill Education Connect® access for Baltzan, *Business Driven Technology*, 9th edition to complete the course.

Within Connect, you will have access to the full eBook. You can also download the “Read Anywhere” App to access the eBook on your phone or tablet. You are not required to have a print text and please be aware if you purchase a used textbook, you will still use Connect to complete assignments. If you would like a print version of the text, a print-upgrade option is also available via Connect if you find yourself wanting a print companion at some point during the semester. This will be a full color binder-ready version of the text.

### TECH SUPPORT

### *CANVAS or VOAL TECH SUPPORT*

If you have technical difficulty with Canvas or VOAL (voal.tamu.edu), you must first contact Help Desk Central. Help Desk Central's website is [Help Desk Central](http://hdc.tamu.edu/) and the phone number for Canvas technical support is 979-845-8300.

### *MCGRAW-HILL TECH SUPPORT*

Technical Support:

If you have any questions or problems on how to use Connect throughout the course, please contact the McGraw Hill Customer Experience Group at the contact information below. A case number will be generated when you call; it’s very important you receive a case number to verify any technical issue you may be experiencing.

· Phone: 800-331-5094

· Email & Chat: mhhe.com/support

· Hours: M-Th 24 hours, Friday 7am – 8pm, Saturday 9am – 7pm, Sunday 11am – 1am

Useful links – This link provides helpful information about configuring your browser for http://connect.mheducation.com/connect/troubleshoot.do

**You are NOT TO CONTACT your instructor about any issues with McGraw Hill until you have an Incident Number from support. The GA’s do not provide McGraw Hill support.**

### *MYEDUCATOR TECH SUPPORT*

MyEducator support is in MyEducator lessons on the right side of the page in MyEducator. You will click “New Support Ticket” located on the top right of the page after you click on Support. You can attach your assignment to MyEducator Tech Support ticket, and they will submit the assignment for you if you have problems submitting the assignment.

* You will receive full credit if emailed to MyEducator before the 5:00 p.m. due date.
* You will receive 1/2 credit if emailed after the due date but before the 5:00 p.m. deadline on the next day.  24 hours is from 5:00 p.m. to 5:00 p.m. the next day.
* You will receive a zero any time after that next day at 5:00 p.m.

No. You cannot email your file to the instructor or GA.

### Grading Policy

**Table 1 summarizes the possible points for the various course requirements.**

|  |  |  |
| --- | --- | --- |
| Graded Item | Amount | Total Points |
| FAQ, Syllabus, Aggie Honor Code PowerPoint Quiz | 1 | 30 |
| HTML Assignment | 1 | 100 |
| MyEducator Excel and Access Practice  Test Your Skills Assignments | 36    14 | 144  356 |
| McGraw Hill Assignments |  |  |
| Exams 1 – 4 | 4 | 600 |
| Chapters Smart book Review Concepts | 14 | 42 |
| Chapter Assignments (Multiple Choice, Drag-Drop, etc.) | 11 | 110 |
| Chapter Video Cases | 11 | 44 |
| Chapter Quizzes | 11 | 132 |
|  | Total Points | 1558 |

**Table 2 – Letter Grade Assignments**

|  |  |
| --- | --- |
| **Points** | **Grade** |
| 1558 - 1403 | A |
| 1402 - 1247 | B |
| 1246 - 1091 | C |
| 1090 - 935 | D |
| 934 - 0 | F |

**Individual Performance** *If a student’s point total for the four exams is less than C quality work (i.e., 419 points or less), the highest grade the student may earn for the course is a “D.”* This rule applies regardless of the student’s performance in other areas of the course. If a student’s total score across the four exams is less than 420 points, the student will earn a final grade of “D” (total exam points between 360 and 419 points), or “F” (total exam points between 0 and 359 points) based on the student’s total exam points.

### LATE WORK POLICY

* Excel and Access assignments will be accepted one day (24 hours from 5:00 p.m.) after the due date with 50% deduction and can only be submitted once.
* HTML assignment will be accepted one day after the due date with 25-point deduction. You will receive a zero after two days.
* McGraw-Hill exams will be accepted one day (24 hours from 5:00 p.m.) after the due date with 25% deduction for the first day. 50% deduction for the second day. 75% deduction for the third day. A zero is assigned on the fourth day. It can only be submitted once.
* McGraw-Hill assignments are automatically zero if you miss the due date.

### COURSE REQUIREMENTS

**Exams:** There are four exams worth 150 points each. Exams will cover material from text readings and outside readings. Exams are not comprehensive. Exams will open at 6:00 a.m. and close at 5:00 p.m. on the due date. Due dates are listed in the assignment schedule below. The time limit on each exam is 60 minutes. You must start your exam 60 minutes before the due time. You may use your book and will still need to study. See FAQ for more details.

Make-up exams will need a university wide excused absence” (see “Make-Up Work Policy” below). For information about what constitutes a “university excused absence,” see Rule 7 of the Student Rules (http://student-rules.tamu.edu).

Exam grades are FINAL two days after grades are posted. You may review the results of an exam within two days in my office after the exam closes. Format of exams will typically be multiple choice and true/false questions. Exam scores will only be available.

**Homework Assignments:** Through the homework assignments and projects, you will learn to use three different personal technology tools: HTML, Microsoft Excel, and Microsoft Access.

All work on these assignments is to be completed by individual effort. By uploading assignment deliverables on the course website, each student attests to the “**Aggie Honor Statement**” (see Aggie Honor Code below).

All assignments are due at 5:00 p.m. on the due date. See the FAQ for more details.

### TECHNOLOGY REQUIREMENTS & TECHNICAL SKILLS

You will need a computer, reliable Internet connection, Microsoft Office 2016 or later version (Excel and Access), Notepad, and a personal computer meaning Windows or MAC computer. Your computer needs to be up to date with Adobe and Java. Minimal technical skills are required for this course. You will need to know how to open Excel, Access, and Notepad.

You will need access to a PC for the Access Software (Prometheus/MyEducator homework). You can use a MAC for all other assignments and exams. You can use the voal.tamu.edu if you do not have access to a PC for the Access assignments. You need to be familiar with Canvas. You need to know how to create a zip folder to submit all files for the HTML assignment and use the voal.tamu.edu unless you are using an on-campus computer.

### PRIVACY OF GRADES

I will post scores for various course assignments, midterm grades, and final letter grades on the course website. You will only be able to see your own scores and grades. Due to privacy requirements of the university, I cannot discuss scores or grades over the phone or via e-mail. If you would like to discuss your scores or grades, please visit me during office hours.

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### SYLLABUS CHANGES

The topics and dates as outlined in the course schedule are subject to change. All necessary changes will be announced and discussed in class. In addition, a notice will be posted to Canvas. You are responsible for making sure you are aware of any such changes.

### CLASS POLICIES

Office hours are available to assist students in understanding course material in general -- not to improve project grades. I tend to be unsympathetic toward individuals with grade problems at the end of the semester who have never attempted to get help via office hours.

You are all welcome to visit me during office hours to ask clarification questions about class materials or go over problems that we've worked on in class. Let me know, as early as possible, if you have trouble with the material, ask questions; come see me during office hours; send email; etc. In short, if you are doing the work and need help, get it! I cannot help you if I am not aware of the problem.

Graduate assistants will host consultation hours using Zoom. Zoom links will be in Canvas under the Instructor and GA Info along with their office hours.

### Attendance Policy

The university views class attendance and participation as an individual student responsibility. Students are expected to attend class and to complete all assignments.

Please refer to [Student Rule 7](https://student-rules.tamu.edu/rule07/) in its entirety for information about excused absences, including definitions, and related documentation and timelines.

### Makeup Work Policy

Students will be excused from attending class on the day of a graded activity or when attendance contributes to a student’s grade, for the reasons stated in Student Rule 7, or other reason deemed appropriate by the instructor.

Please refer to [Student Rule 7](https://student-rules.tamu.edu/rule07/) in its entirety for information about makeup work, including definitions, and related documentation and timelines.

Absences related to Title IX of the Education Amendments of 1972 may necessitate a period of more than 30 days for make-up work, and the timeframe for make-up work should be agreed upon by the student and instructor” ([Student Rule 7, Section 7.4.1](https://student-rules.tamu.edu/rule07)).

“The instructor is under no obligation to provide an opportunity for the student to make up work missed because of an unexcused absence” ([Student Rule 7, Section 7.4.2](https://student-rules.tamu.edu/rule07)).

Students who request an excused absence are expected to uphold the Aggie Honor Code and Student Conduct Code. (See [Student Rule 24](https://student-rules.tamu.edu/rule24/).)

### Academic Integrity Statement and Policy

“An Aggie does not lie, cheat or steal, or tolerate those who do.”

“Texas A&M University students are responsible for authenticating all work submitted to an instructor. If asked, students must be able to produce proof that the item submitted is indeed the work of that student. Students must always keep appropriate records. The inability to authenticate one’s work, should the instructor request it, may be sufficient grounds to initiate an academic misconduct case” ([Section 20.1.2.3, Student Rule 20](https://aggiehonor.tamu.edu/Rules-and-Procedures/Rules/Honor-System-Rules)).

You can learn more about the Aggie Honor System Office Rules and Procedures, academic integrity, and your rights and responsibilities at [aggiehonor.tamu.edu](https://aggiehonor.tamu.edu/).

\*\*Please refer to the FAQ for consequences on cheating.

### Americans with Disabilities Act (ADA) Policy

Texas A&M University is committed to providing equitable access to learning opportunities for all students. If you experience barriers to your education due to a disability or think you may have a disability, please contact Disability Resources in the Student Services Building or at (979) 845-1637 or visit [disability.tamu.edu](https://disability.tamu.edu/). Disabilities may include, but are not limited to attentional, learning, mental health, sensory, physical, or chronic health conditions. All students are encouraged to discuss their disability related needs with Disability Resources and their instructors as soon as possible.

### Title IX and Statement on Limits to Confidentiality

Texas A&M University is committed to fostering a learning environment that is safe and productive for all. University policies and federal and state laws prohibit gender-based discrimination and sexual harassment, including sexual assault, sexual exploitation, domestic violence, dating violence, and stalking.

With the exception of some medical and mental health providers, all university employees (including full and part-time faculty, staff, paid graduate assistants, student workers, etc.) are Mandatory Reporters and must report to the Title IX Office if the employee experiences, observes, or becomes aware of an incident that meets the following conditions (see [University Rule 08.01.01.M1](https://rules-saps.tamu.edu/PDFs/08.01.01.M1.pdf)):

* The incident is reasonably believed to be discrimination or harassment.
* The incident is alleged to have been committed by or against a person who, at the time of the incident, was (1) a student enrolled at the University or (2) an employee of the University.

Mandatory Reporters must file a report regardless of how the information comes to their attention – including but not limited to face-to-face conversations, a written class assignment or paper, class discussion, email, text, or social media post. Although Mandatory Reporters must file a report, in most instances, you will be able to control how the report is handled, including whether to pursue a formal investigation. The University’s goal is to make sure you are aware of the range of options available to you and to ensure access to the resources you need.

Students wishing to discuss concerns in a confidential setting are encouraged to make an appointment with [Counseling and Psychological Services](https://caps.tamu.edu/) (CAPS).

Students can learn more about filing a report, accessing supportive resources, and navigating the Title IX investigation and resolution process on the University’s [Title IX webpage](https://titleix.tamu.edu/).

### Statement on Mental Health and Wellness

Texas A&M University recognizes that mental health and wellness are critical factors that influence a student’s academic success and overall wellbeing. Students are encouraged to engage in proper self-care by utilizing the resources and services available from Counseling & Psychological Services (CAPS). Students who need someone to talk to can call the TAMU Helpline (979-845-2700) from 4:00 p.m. to 8:00 a.m. weekdays and 24 hours on weekends. 24-hour emergency help is also available through the National Suicide Prevention Hotline (800-273-8255) or at [suicidepreventionlifeline.org](https://suicidepreventionlifeline.org/).

#### Campus Safety Measures

To promote public safety and protect students, faculty, and staff during the coronavirus pandemic, Texas A&M University has adopted policies and practices for the Fall 2020 academic term to limit virus transmission. Students must observe the following practices while participating in face-to-face courses and course-related activities (office hours, help sessions, transitioning to and between classes, study spaces, academic services, etc.):

* Self-monitoring—Students should follow CDC recommendations for self-monitoring. **Students who have a fever or exhibit symptoms of COVID-19 should participate in class remotely and should not participate in face-to-face instruction.**
* Face Coverings—[Face coverings](https://rules-saps.tamu.edu/PDFs/34.99.99.M0.03.pdf) (cloth face covering, surgical mask, etc.) must be properly worn in all non-private spaces including classrooms, teaching laboratories, common spaces such as lobbies and hallways, public study spaces, libraries, academic resource and support offices, and outdoor spaces where 6 feet of physical distancing is difficult to reliably maintain. Description of face coverings and additional guidance are provided in the [Face Covering policy](https://rules-saps.tamu.edu/PDFs/34.99.99.M0.03.pdf) and [Frequently Asked Questions (FAQ)](https://provost.tamu.edu/Menu/News/TAMU-Face-Covering-FAQs) available on the [Provost website](https://provost.tamu.edu/Menu/News/TAMU-Face-Covering-FAQs).
* Physical Distancing—Physical distancing must be maintained between students, instructors, and others in course and course-related activities.
* Classroom Ingress/Egress—Students must follow marked pathways for entering and exiting classrooms and other teaching spaces. Leave classrooms promptly after course activities have concluded. Do not congregate in hallways and maintain 6-foot physical distancing when waiting to enter classrooms and other instructional spaces.
* To attend a face-to-face class, students must wear a face covering (or a face shield if they have an exemption letter). If a student refuses to wear a face covering, the instructor should ask the student to leave and join the class remotely. If the student does not leave the class, the faculty member should report that student to the [Student Conduct office](https://studentlife.tamu.edu/sco/face-covering-violations/) for sanctions. Additionally, the faculty member may choose to teach that day’s class remotely for all students.

#### Personal Illness and Quarantine

Students required to quarantine must participate in courses and course-related activities remotely and **must not attend face-to-face course activities**. Students should notify their instructors of the quarantine requirement. Students under quarantine are expected to participate in courses and complete graded work unless they have symptoms that are too severe to participate in course activities.

Students experiencing personal injury or Illness that is too severe for the student to attend class qualify for an excused absence (See [Student Rule 7, Section 7.2.2](https://student-rules.tamu.edu/rule07/).) To receive an excused absence, students must comply with the documentation and notification guidelines outlined in Student Rule 7.

To help protect Aggieland and stop the spread of COVID-19, Texas A&M University urges students to be vaccinated and to wear masks in classrooms and all other academic facilities on campus, including labs.  Doing so exemplifies the Aggie Core Values of respect, leadership, integrity, and selfless service by putting community concerns above individual preferences. COVID-19 vaccines and masking — regardless of vaccination status — have been shown to be safe and effective at reducing spread to others, infection, hospitalization, and death.

## College and Department Policies

### Statement on Inclusion

Texas A&M University is committed to enriching the learning and working environments for all visitors, students, faculty, and staff by promoting a culture that embraces inclusion, diversity, equity, and accountability. Diverse perspectives, talents, and identities are vital to accomplishing our [mission](https://www.tamu.edu/statements/mission.html) and living our [core values](https://www.tamu.edu/about/coreValues.html).

The following resources are available to support you in promoting an inclusive culture:

* [Stop Hate Website](https://stophate.tamu.edu/) – Report hate/bias incidents
* [TAMU Office for Diversity Resources](https://diversity.tamu.edu/Resources)
* [Department of Multicultural Services](https://dms.tamu.edu/) – Educational/developmental programs to foster inclusion
* [Counseling and Psychological Services](https://caps.tamu.edu/) – Support for mental health and emotional well-being

### Mays Food & Beverage Policy with Temporary COVID-19 Amendment

We have beautiful and state-of-the-art classrooms in the Wehner Building and Cox Hall. We want to maintain the high quality of these classrooms for the students in future years. Thus, it is necessary for you to adhere to the established policy of no beverages, food, tobacco products, or animals (unless approved) within the classrooms.

Further, for the safety of our campus community, while COVID-19 protocols are in place, eating and drinking in university teaching classrooms are not allowed. Eating and drinking should be limited to designated dining areas, one’s dorm room, or outside while maintaining physical distance of 6 feet or greater from others.

Please hydrate well before class. If someone needs to hydrate for health reasons, they can briefly leave the class, hydrate, and return.

### Course Schedule

Assignment List (Assignments Due on Thursday at 5:00 p.m.)

|  |  |  |
| --- | --- | --- |
| Assignments | Assigned | Due Date |
| FAQ, Syllabus, Aggie Honor Code PowerPoint Quiz (Canvas) | January 19 | January 25 at 5:00 p.m. |
| Chapter 1 Review Concepts (McGraw- Hill) | January 19 | January 27 at 5:00 p.m. |
| Chapter 1 Assignment (McGraw-Hill)  (Refer to Plug-Ins at end of chapter as needed) | January 19 | January 27 at 5:00 p.m. |
| Chapter 1 Quiz (McGraw-Hill)  (Refer to Plug-Ins at end of chapter as needed) | January 19 | January 27 at 5:00 p.m. |
| McGraw Hill Chapter 1 Video Cases | January 19 | January 27 at 5:00 p.m. |
| Chapter 2 Review Concepts (McGraw-Hill) | January 19 | January 27 at 5:00 p.m. |
| Chapter 2 Assignment (McGraw-Hill)  (Refer to Plug-Ins at end of chapter as needed) | January 19 | January 27 at 5:00 p.m. |
| Chapter 2 Quiz (McGraw-Hill)  (Refer to Plug-Ins at end of chapter as needed) | January 19 | January 27 at 5:00 p.m. |
| McGraw Hill Chapter 2 Video Case | January 19 | January 27 at 5:00 p.m. |
| Excel Lesson 1 (MyEducator)  Lesson 1.2 Cells and Worksheets  Lesson 1.3 Formatting Cells and Sheets  Lesson 1.4 Sorting and Filtering  Lesson 1.5 Excel Basics Quickstove  1.2 – 1.4 can be submitted twice for the average. 1.5 can only be submitted once. | January 19 | January 27 at 5:00 p.m. |
| Excel Lesson 2 (MyEducator)  Lesson 2.1 References and Calculations  Lesson 2.2 Summary Statistics Functions  Lesson 2.3 Financial Functions  Lesson 2.4 Formula Auditing  Lesson 2.5 Formulas and Functions Quickstove  2.1 –2.4 can be submitted twice for the average. 2.5 can only be submitted once. | January 19 | January 27 at 5:00 p.m. |
| Chapter 3 Review Concepts (McGraw Hill) | January 28 | February 3 at 5:00 p.m. |
| Chapter 3 Assignment (McGraw-Hill)  (Refer to Plug-Ins at end of chapter as needed) | January 28 | February 3 at 5:00 p.m. |
| Chapter 3 Quiz (McGraw-Hill)  (Refer to Plug-Ins at end of chapter as needed) | January 28 | February 3 at 5:00 p.m. |
| McGraw Hill Chapter 3 Video Case  Video Case: Supply Chain Management | January 28 | February 3 at 5:00 p.m. |
| Excel Lesson 3 (MyEducator)  Lesson 3.1 Boolean Functions  Lesson 3.2 IF Function  Lesson 3.3 Conditional Functions  Lesson 3.4 Reference Functions  Lesson 3.5 Logic and Reference Functions Quickstove  3.1 –3.4 can be submitted twice for the average. 3.5 can only be submitted once. | January 28 | February 3 at 5:00 p.m. |
| Chapter 4 Review Concepts (McGraw Hill) | February 4 | February 10 at 5:00 p.m. |
| Chapter 4 Assignment (McGraw Hill)  (Refer to Plug-Ins at end of chapter as needed) | February 4 | February 10 at 5:00 p.m. |
| Chapter 4 Quiz (McGraw Hill)  (Refer to Plug-Ins at end of chapter as needed) | February 4 | February 10 at 5:00 p.m. |
| McGraw Hill Chapter 4 Video Case | February 4 | February 10 at 5:00 p.m. |
| Excel Lesson 4 (MyEducator)  Lesson 4.1 Date and Time Functions  Lesson 4.2 Text Functions  Lesson 4.3 Date, Time, and Text Functions Quickstove  4.1 –4.2 can be submitted twice for the average. 4.3 can only be submitted once. | February 4 | February 10 at 5:00 p.m. |
| Exam 1 (Chapter 1, 2, 3, and 4) (McGraw Hill) | February 14 | February 15 at 5:00 p.m. |
| Excel Lesson 5 (MyEducator)  Lesson 5.2 Column Charts  Lesson 5.3 Stacked Column Charts  Lesson 5.4 Pie Charts  Lesson 5.5 Line Charts  Lesson 5.6 Charting Quickstove  5.2 –5.5 can be submitted twice for the average. 5.6 can only be submitted once. | February 11 | February 17 at 5:00 p.m. |
| Excel Lesson 6 (MyEducator)  Lesson 6.1 Building Spreadsheet Models  Lesson 6.2 What-if Analysis  Lesson 6.3 Modeling Basics Quickstove  6.1 –6.2 can be submitted twice for the average. 6.3 can only be submitted once. | February 11 | February 17 at 5:00 p.m. |
| Chapter 5 Review Concepts (McGraw Hill) | February 18 | February 24 at 5:00 p.m. |
| Chapter 5 Assignment (McGraw Hill)  (Refer to Plug-Ins at end of chapter as needed) | February 18 | February 24 at 5:00 p.m. |
| Chapter 5 Quiz (McGraw Hill)  (Refer to Plug-Ins at end of chapter as needed) | February 18 | February 24 at 5:00 p.m. |
| McGraw Hill Chapter 5 Video Case | February 18 | February 24 at 5:00 p.m. |
| Excel Lesson 7 (MyEducator)  Lesson 7.1 Multiple Worksheets and Named Ranges  Lesson 7.2 Circular References  Lesson 7.3 Advanced Modeling Quickstove  7.1 – 7.2 can be submitted twice for the average. 7.3 can only be submitted once. | February 18 | February 24 at 5:00 p.m. |
| Chapter 6 Review Concepts (McGraw Hill) | February 25 | March 3 at 5:00 p.m. |
| Chapter 6 Assignment (McGraw Hill)  (Refer to Plug-Ins at end of chapter as needed) | February 25 | March 3 at 5:00 p.m. |
| McGraw Hill Chapter 6 Video Case | February 25 | March 3 at 5:00 p.m. |
| Chapter 6 Quiz (McGraw Hill)  (Refer to Plug-Ins at end of chapter as needed) | February 25 | March 3 at 5:00 p.m. |
| Excel Lesson 8 (MyEducator)  Lesson 8.1 Statistics  Lesson 8.2 Statistics Quickstove  8.1 can be submitted twice for the average.  8.2 can only be submitted once. | February 25 | March 3 at 5:00 p.m. |
| Chapter 11 Review Concepts (McGraw Hill) | March 4 | March 10 at 5:00 p.m. |
| Chapter 13 Review Concepts (McGraw Hill) | March 4 | March 10 at 5:00 p.m. |
| Chapter 11 and 13 Assignment (McGraw Hill) (Refer to Plug-Ins at end of chapter as needed) | March 4 | March 10 at 5:00 p.m. |
| Chapter 11 and 13 Quiz (McGraw Hill)  (Refer to Plug-Ins at end of chapter as needed) | March 4 | March 10 at 5:00 p.m. |
| McGraw Hill Chapter 13 Video Case | March 4 | March 10 at 5:00 p.m. |
| Excel Lesson 9 (MyEducator)  Lesson 9.1 Pivot Tables  Lesson 9.2 PivotTables Quickstove  9.1 can be submitted twice for the average.  9.2 can only be submitted once. | March 4 | March 10 at 5:00 p.m. |
| Spring Break | March 14 | March 18 |
| Exam 2 (Chapter 5, 6,11, and 13) (McGraw Hill) | March 21 | March 22 at 5:00 p.m. |
| HTML Assignment (Canvas) | Open (January 18) | March 24 at 5:00 p.m. |
| Chapter 7 Review Concepts (McGraw Hill) | March 25 | March 31 at 5:00 p.m. |
| Chapter 8 Review Concepts (McGraw Hill) | March 25 | March 31 at 5:00 p.m. |
| Chapter 7 and 8 Assignment (McGraw Hill) (Refer to Plug-Ins at end of chapter as needed) | March 25 | March 31 at 5:00 p.m. |
| McGraw Hill Chapter 7 Video Case | March 25 | March 31 at 5:00 p.m. |
| Chapter 7 and 8 Quiz (McGraw Hill)  (Refer to Plug-Ins at end of chapter as needed) | March 25 | March 31 at 5:00 p.m. |
| Excel Lesson 10 (MyEducator)  Lesson 10.2 Solver  Lesson 10.3 Solver  10.2 can be submitted twice for the average.  10.3 can only be submitted once. | March 25 | March 31 at 5:00 p.m. |
| Chapter 9 Review Concepts (McGraw Hill) | April 1 | April 7 at 5:00 p.m. |
| Chapter 9 Assignment (McGraw Hill)  (Refer to Plug-Ins at end of chapter as needed) | April 1 | April 7 at 5:00 p.m. |
| McGraw Hill Chapter 9 Video Case | April 1 | April 7 at 5:00 p.m. |
| Chapter 9 Quiz (McGraw Hill)  (Refer to Plug-Ins at end of chapter as needed) | April 1 | April 7 at 5:00 p.m. |
| Access Lesson 11 (MyEducator)  Lesson 11.2 Database Tables and Relationship  Lesson 11.3 Working with Forms  Lesson 11.4 Importing Data from External Sources  Lesson 11.5 Storing Data in Access  11.2 – 11.4 can be submitted twice for the average.  11.5 can only be submitted once. | April 1 | April 7 at 5:00 p.m. |
| Exam 3 (Chapters 7, 8, and 9) (McGraw-Hill) | April 11 | April 12 at 5:00 p.m. |
| Access Lesson 12 (MyEducator)  Lesson 12.1 Simple Select Queries  Lesson 12.2 Using Queries to Find Specific Records  Lesson 12.3 Queries with Special Criteria  Lesson 12.4 Basic Queries  12.1 – 12.3 can be submitted twice for the average.  12.4 can only be submitted once. | April 8 | April 14 at 5:00 p.m. |
| Access Lesson 13 (MyEducator)  Lesson 13.1 Multi-table and Parameter Queries  Lesson 13.2 Aggregate Queries  Lesson 13.3 Queries with Calculated Fields  Lesson 13.4 Crosstab Queries  Lesson 13.5 Intermediate Queries  13.1 – 13.4 can be submitted twice for the average.  13.5 can only be submitted once. | April 8 | April 14 at 5:00 p.m. |
| Chapter 10 Review Concepts (McGraw Hill) | April 15 | April 21 at 5:00 p.m. |
| Chapter 10 Assignment (McGraw Hill)  (Refer to Plug-Ins at end of chapter as needed) | April 15 | April 21 at 5:00 p.m. |
| McGraw Hill Chapter 10 Video Case | April 15 | April 21 at 5:00 p.m. |
| Chapter 10 Quiz (McGraw Hill)  (Refer to Plug-Ins at end of chapter as needed) | April 15 | April 21 at 5:00 p.m. |
| Access Lesson 14 (MyEducator)  Lesson 14.1 Creating Reports  Lesson 14.2 Building a Report  Lesson 14.3 Access and Decision-Making  14.1 – 14.2 can be submitted twice for the average.  14.3 can only be submitted once. | April 15 | April 21 at 5:00 p.m. |
| Chapter 14 Review Concepts (McGraw Hill) | April 22 | April 28 at 5:00 p.m. |
| Chapter 15 Review Concepts (McGraw Hill) | April 22 | April 28 at 5:00 p.m. |
| Chapter 14 and 15 Assignment (McGraw Hill)  (Refer to Plug-Ins at end of chapter as needed) | April 22 | April 28 at 5:00 p.m. |
| McGraw Hill Chapter 14 Video Case | April 22 | April 28 at 5:00 p.m. |
| Chapter 14 and 15Quiz (McGraw Hill)  (Refer to Plug-Ins at end of chapter as needed) | April 22 | April 28 at 5:00 p.m. |
| Exam 4 (Chapter 10, 14, and 15) (McGraw Hill) | April 28 | April 30 at 5:00 p.m. |

Schedule can be changed by the instructor.