

COURSE SYLLABUS – BUSINESS SCIENCE DIVISION

CIM1 - Computer Information Systems

Ticket #15740 (4 Units)

Spring 2018

Instructor:	Jackie Strobel A Verbal Introduction	Classroom:	BGS 244
E-Mail:	jstrobel@saddleback.edu	Office Hours:	By appointment
Skype:	jstrobel.online	Days/Time:	Tuesdays, 6:00PM-8:50PM Hybrid, Thursdays online
Website:	https://faculty.saddleback.edu/jstrobel	Dates:	Jan 16, 2018 – May 22, 2018

COURSE DESCRIPTION:

Examination of computer information systems and their role in business including computer hardware and software, communications and networking concepts, programming techniques, e-commerce, ethics and security, database management systems, Internet usage, and system and application software. Students apply these concepts and methods through hands-on projects to develop computer-based solutions to business problems.

STUDENT LEARNING OUTCOMES:

Students completing this course satisfactorily will be able to:

1. Define terms that are unique to the field of computers and information systems.
2. Describe the functions and uses of the hardware and software comprising a computer system.
3. Utilize program features to create, edit, format, print, save and retrieve personal and business documents.

LEARNING OBJECTIVES:

Upon completion of this course, students will be able to:

1. Describe existing and emerging technologies and their impact on organizations and society.
2. Explain the development and use of information systems in business
3. Demonstrate the ability to solve common business problems using appropriate Information Technology applications and systems, including spreadsheet database software, and Internet technologies.
4. Demonstrate the ability to apply Internet security concepts when using Internet technologies, including email, World Wide Web, chat, instant messaging, podcasts, video, internet search, uploading and downloading, blogs, social networking, and e-commerce.
5. Define terms that are unique to the field of computers and information systems.
6. Describe the functions and uses of the hardware and software comprising a computer system.
7. Describe computer ethics, crime, and security.
8. Demonstrate the ability to locate, evaluate, synthesize, use, and communicate information in various formats.
9. Compile a portfolio of computer-based, problem-solving, business related computer projects.

COURSE FORMAT:

This is a hybrid course. One day is in a face-to-face classroom and the other day is online. You will be required to perform various assignments online as well as in class. A combination of lecture, group discussions, group project as well as independent written and reports will be implemented to foster critical thinking, and to expand knowledge in “real world” applications. Various supplemental resources are available.

TEXTBOOK AND SOFTWARE:



Required Custom Textbook Bundle with MyITLab:

CIM 1 Package with MyITLab (Custom) for Office 2016 plus Technology in Action, 13e plus access code for MyITLab

Author: Gaskin, Publisher: Pearson Custom Publishing,

ISBN: 9781323579145 available at the Saddleback Bookstore ~ \$130.75.

Please bring a flash drive to class to save all your work. Other options include saving content on the cloud such as: OneDrive, Google Drive, or Dropbox.

Note: The book is bound as loose-leaf, 3-hole drilled, and shrink wrapped. *The bookstore website does not have an image.* If you choose to purchase the required course materials from any other source, you do so at your own risk. The publisher nor your instructor will be able to issue replacement materials.

MyITLab System Requirements:

Check your system requirements for MyITLab at: <http://www.pearsonmylabandmastering.com/system-requirements/>

For help with MyITLab with Blackboard: <http://help.pearsoncmg.com/mylabmastering/bbi/student/en/index.html>

SOFTWARE AND HARDWARE REQUIREMENTS:

- Access to PC (preferred) with reliable Internet connection and compatible with Microsoft Office 2016 (Word, Excel, Access). MAC computers are not recommended. Access is not available in the Mac MS office. Proceed at your discretion. You would be required to use a PC via college other means to complete assignments for Access.
- Windows 8 operating system or higher
- Using WIFI can be risky i.e. being dropped. Course deadlines are still expected.
- 1 GB or larger flash drive to store your files

Students may purchase Microsoft Office 2016 (Word, Excel, Access), for approximately \$39.99 at <http://www.collegebuys.org>.

You can download a free 30 day trial at <http://office.microsoft.com/en-us/try/> or <http://technet.microsoft.com/en-us/evalcenter/jj192782.aspx> or <http://productkey.net/microsoft-office-2016-product-key-free-for-you/>

Before purchasing new software, check if your computer hardware has the minimum system requirements. <http://office.microsoft.com/en-us/products/office-systemrequirements-FX102921529.aspx>

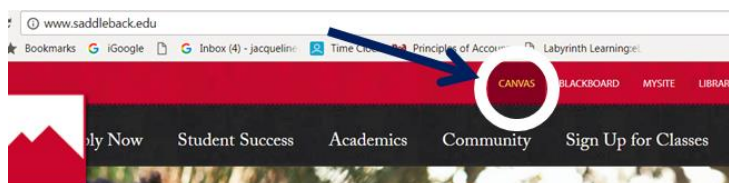
Computers with Office 2016 are available at Saddleback College in the IMC (Information Management Center) in BGS 234 or in the Library. Please follow the IMC policy: No children, food or drinks (including water).

IMC HOURS:	Monday – Thursday	8:30am - 6:00pm
	Saturday	9:00am - 1:00pm
LIBRARY HOURS:	Monday – Thursday	8:00am - 8:00pm
	Friday	8:00am - 2:00pm

Canvas:

To access Canvas, go to school website <http://www.saddleback.edu> and click on “CANVAS” at the top of the page.

Log in with the same username and password for your school email. Username (flastname# -- f is your first initial, lastname is your full last name and # is a number, usually 0 or 1 unless you have a very common last name) and use your student ID (or perhaps your email password) as the password.



If you can't log on, contact the Student help desk at (949) 582-4363 or email scstudenthelp@saddleback.edu. For Canvas technical assistance after hours, call toll free (844) 303-0343.

Canvas App for Phone

An app for Canvas exists. You may download this to access your course via smartphone. All content is expected to be submitted with correct spelling, grammar and punctuation.

MyITLab: To Register and Access

- Log into Blackboard
- Click on **MyITLab** link on the left panel in Blackboard
- Click on **MyITLab Course Content**
- **Register as stated in the directions on Blackboard.**
- Click on the topic i.e., Technology in Action 13e, Excel or Access
- Click on the desired Chapter
- Resources and assignments are listed below for the **Technology in Action** textbook. All are not required. Refer to the [Course Schedule](#) at the end of this document for required assignments.

Instructor reserves the right to make changes as deemed necessary and appropriate. Instructor is not responsible for lost data.

- eText
- Chapter Videos
- Audio PowerPoint presentation
- Sound Bytes
- Solve This
- IT Sim
- Quizzes
- Make This Project

If you are not able to access Canvas, you may access MyITLab by using the following link
<https://www.pearsonmylabandmastering.com/northamerica/myitlab/>

POLICIES AND PROCEDURES:

Attendance:

Regular attendance is expected. Students absent from the first class session are automatically dropped as “no shows”. You may also be dropped from the class if you miss excessive consecutive assignments and miss 8 hours of class time. This includes arriving late, leaving early 30 minutes or more or leaving class for an extended amount of time. If you have an extenuating health condition, please discuss it with Instructor on the first day of class or as soon as possible.

Assignments:

Details for all assignments are listed in Canvas and are due by 11:59pm by the date listed on the schedule located at the end of this document. **Late work will not be accepted.** In an emergency you may submit via email.

Regrading – if you believe there is an error in the grading, please let me know as soon as possible.

Prepare and plan to submit ‘quality’ work for positive results versus rushing through content which may result in poor results. Please ask questions if there is something that is unclear. Be mindful of all written content and use good spelling, grammar and punctuation.

Many assignments will be graded automatically by MyITLab on-line system.

Grading:

Instructional Component		Final Grade Assignment	
		Grade	Percentage Grade
Assignments/Reports/Projects	30%	A	90% - 100%
Quizzes/Discussion Boards	30%	B	80% - 89%
Midterm/Final	40%	C	70% - 79%
		D	60% - 69%
		F	Below 60%

Recording Devices

For other than Disabled Students Programs and Services (DSPS) directed auxiliary aids and academic accommodations, the use of any electronic listening or recording device in any classroom is prohibited without the explicit prior consent of the instructor (CA Ed Code Sec. 78907). It is in violation of South Orange County Community College District (SOCCCD) policies (BP 5401 & AR 5401) which address student conduct. It is also a crime to record any private communication, such as a classroom lecture, without the consent of all parties to the conversation (Cal. Penal Code § 632). Violation of such rules may result in disciplinary action.

Academic Dishonesty

Commitment to learning requires honesty in all your academic course work. Students enrolled in this course are expected to maintain the highest standards of academic integrity and honesty. All assignments submitted should be exclusive and original work of each student. Copying, plagiarism, or other forms of cheating on exams, quizzes, or homework will subject a student to failure, zero points, and sanctions stipulated by school disciplinary proceedings.

Instructor reserves the right to make changes as deemed necessary and appropriate. Instructor is not responsible for lost data.

For more information refer to the "Code of Conduct" policy in the Saddleback College Student Handbook <http://www.saddleback.edu/media/pdf/handbook.pdf>.

EXPECTATIONS:

Professional Conduct & Participation

Participation in class and online is expected. Courteous and respectful behavior and conversations are expected during class, during online discussions and while on campus. Students are responsible for regulating their own conduct and for respecting the rights and privileges of others in accordance with the Code of Conduct set by the district Board of Trustees (AR 5401) (SB Student Handbook). Avoid disrespectful behaviors such as using rude, racist, sexist or inappropriate language in addressing others as well as inappropriate bodily and facial gestures.

During group discussions it is likely different views other than your own will be shared. Agree to disagree and respect all points of view. Each individual has a unique life experience and values that shape a specific point of view. Though it can be stressful to hear views contrary to your own, it is important to practice self-control and professionalism which is a valuable skillset for the workplace. If you have a concern, please address it appropriately.

Classroom Environment & Devices

- Engaging, considerate, and safety are the goals for all students to have a positive learning experience.
- During lectures and presentations, please give your attention and respect to the presenter.
- Turn off electronic devices, cell phones and remove ear buds during class.
- Communicate with Instructor of any extenuating circumstance that requires your cell to be on silent mode.

IMPORTANT DATES:

TOPIC	DUE DATE
Drop with Refund:	Sunday 1/28/2018
Last Day to Add with APC	Sunday, 2/4/2018
Drop without 'W' Withdrawal Grade	Sunday, 2/4/2018
Elect Pass/No Pass:	Wednesday 2/21/2018
Drop with 'W' Withdrawal:	Wednesday, 2/11/2018

WITHDRAWAL: Students are responsible to withdraw from the class by the appropriate dates.

PASS/NO PASS – Students enrolled in this course for Pass/No Pass must receive 70% or more of the total possible points to receive credit.

INCOMPLETE GRADES

Incomplete grades will only be awarded if valid documentation of the medical emergency is submitted that occurs after the drop deadline date. It must state the nature of the medical emergency that prevents the student from completing the course. Students who want to petition for an Incomplete must notify the instructor before the class ends. Employment responsibilities do not constitute cause for an incomplete grade unless you are serving in the military and are transferred out of the area. Students must be current on all assignments and passing the course in order for an Incomplete to be considered.

ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES

This course meets the requirements set forth in the accessibility checklist and universal design grid provided by Special Services. The Web pages, video presentations, textbooks and class materials used in this course are accessible to students with disabilities. If you have a disability and require accommodations, please contact the Special Services office for additional information. All information will remain confidential.

The Disabled Students Programs and Services (DSPS) is committed to provide quality support services and specialized instruction to students with verified disabilities. Refer to Student Handbook, Pg. 15 Student Services or visit www.saddleback.edu/dsps

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FAMILY RIGHTS AND PRIVACY ACT

The Family Rights and Privacy Act of 1974 restricts the release of certain student information such as grades. Please do not phone for grade information. Your grades will be available in Blackboard for you to access and review.

SUCCESS TIPS AND TOOLS

Spend time on activities that will increase your understanding such as: reading, re-reading, writing, and/or typing notes, verbalizing, reviewing, planning, working on future assignments, and performing hands-on activities. In addition, quality participation in group discussions during class and online will contribute positive learning outcomes. Treat your tasks as if your job relies on it and if you are submitting it to a potential employer.

Refer to the Student Handbook for more details in managing your schedule, Pg. 12 Student Services: Time Management.

Student Success Tips:

- Use Time Management skills
- Practice self-discipline
- Set realistic goals
- Ask questions
- Use support services that are available
- Build healthy relationships with classmates
- Eat healthy
- Drink lots of water
- Identify how and when you learn best
- Develop a routine
- Get 7-8 hours of sleep
- Don't overdo it
- Make good choices
- Exercise—every hour take 2 minutes to stretch or move
- Learn to say 'No'
- Turn off your cell phone and TV
- Accept some content will be hard – that **IS** learning and **GOOD**
- Smell and view something pleasant
- Get fresh air and some sun
- Often analyze what you are doing. Are you on the right track?
- Don't Quit – Rethink your plan
- Read positive quotes
- Reflect on your accomplishments
- Reflect on what you learned and write it down!
- Think Career versus Class
- Remember your goals
- Reward yourself

Time Tool: Time Management is essential. Your study and work habits outside of class are an extension of your time in class. Refer to the Time Management tips on my [website](#) under the Presentations tab and on Canva under the Home Page.






Stress Busters Tool: Feeling Stressed Out? Personal Counseling is available at Saddleback College. Refer to the Student Handbook for details (Pg. 14 Student Services: Personal Counseling, Pg. 45 Campus Safety: Stress Reduction Tips). Refer to Stress Busters PowerPoint on my [website](#) under the Presentations tab and on Canvas under the Home Page.

Organization Tool: Being organized can help save time and reduce stress. Refer to the video on how to create folders located on Blackboard. Creating folders is important because it helps manage and organize your assignments and it is a common skill set desired in the workplace.



Week	Topic	Assignments	Due Date
Week 1 Jan 16	Syllabus Review/Canvas & MyITLab Tour Read GO! Ch 1 Intro to Microsoft Office 2016 Features Read <i>Technology in Action</i> : Chapter 1 Use Technology Read <i>TIA</i> : Ch 8: Digital Devices & Media	<input type="checkbox"/> Discussion Board <i>Post</i> –Introductions <input type="checkbox"/> Academic Integrity Contract <input type="checkbox"/> Discussion Board <i>Response</i> -Introductions <input type="checkbox"/> Quiz Ch 1 Introduction to Office 2016 Features	1/16 1/16 1/18 1/22
Week 2 Jan 23	Review <i>Technology in Action</i> : Chapter 1 Using Technology to Change the World Review <i>Technology in Action</i> : Chapter 8: Digital Devices and Media: Managing a Digital Lifestyle Demo Excel skills for TIA Ch8 Solve This Read GO! Excel Chapter 1: Creating a Worksheet and Charting Data	<input type="checkbox"/> TIA Chapter 1 Discussion Board Post- Topic of Interest <input type="checkbox"/> TIA Chapter 1: Solve This: How Technology is Used on the World State and in My Personal Life. <i>Technology in Action</i> : Ch 1 “ check your understanding review and practice ”. This is not graded. <input type="checkbox"/> TIA Chapter 1 Quiz//Assessment on MyITLab <input type="checkbox"/> TIA Ch 8 Solve This: Estimating Cellular Data Usage TIA Chapter 8: IT Sim - This is not graded. <i>Technology in Action</i> : Ch 8 “ check your understanding review and practice ”. This is not graded. <input type="checkbox"/> TIA Chapter 8 Team Time/And One Will Rule Them All <input type="checkbox"/> TIA Chapter 8 Quiz/Assessment	1/23 1/24 1/24 1/25 1/26 1/29
Week 3 Jan 30	Review GO! Excel Chapter 1: Creating a Worksheet and Charting Data Read <i>Technology in Action</i> : Chapter 2: Looking at Computers: Understanding Parts	<input type="checkbox"/> Excel Chapter 1 Discussion Board <i>Post</i> – One Feature <input type="checkbox"/> Excel Chapter 1: Grader Project 1A <input type="checkbox"/> Excel Chapter 1 Grader Project 1B <input type="checkbox"/> Excel Chapter 1 Project 1H GO! Fix It <input type="checkbox"/> Excel Chapter 1 Quiz/Assessment	1/30 2/1 2/2 2/2 2/5
Week 4 Feb 6	Review <i>Technology in Action</i> : Chapter 2: Looking at Computers: Understanding Parts Read GO! Excel Chapter 2: Using Functions, Creating Tables, and Managing Large Workbooks	<input type="checkbox"/> TIA Chapter 2 NFC & m-commerce <input type="checkbox"/> TIA Chapter 2 Discussion Board <i>Post</i> -Green Computing <input type="checkbox"/> TIA Ch 2 Discussion Board <i>Response</i> -Green Computing Optional: TIA Chapter 2: IT Sim - This is not graded. <i>Technology in Action</i> : Ch 2 “ check your understanding review and practice ”. This is not graded. <input type="checkbox"/> TIA Chapter 2 Quiz/Assessment	2/6 2/7 2/9 2/12
Week 5 Feb 13	Review GO! Excel Chapter 2 Read <i>TIA</i> : Ch 3: Using the Internet Technology in Focus: History of Personal Computer Read <i>TIA</i> : Ch 13: Behind Scenes: How Internet Works	<input type="checkbox"/> Excel Chapter 2 Discussion Board <i>Post</i> – 2 Features <input type="checkbox"/> Excel Chapter 2: Grader Project 2A <input type="checkbox"/> Excel Chapter 2 Grader Project 2B <input type="checkbox"/> Excel Chapter 2H GO! Fix It <input type="checkbox"/> Excel Chapter 2 End of Chapter Quiz	2/13 2/15 2/16 2/16 2/19
Week 6 Feb 20	Review <i>Technology in Action</i> : Ch 3: Using the Internet: Making the Most of Web’s Resources Technology in Focus: The History of the PC Review <i>Technology in Action</i> : Chapter 13: Behind the Scenes: How the Internet Works Read <i>Technology in Action</i> : Chapter 4: Application Software: Programs That Let You Work and Play Read <i>TIA</i> : Ch 5: System Software: The Operating System, Utility Programs, and File Management Technology in Focus: Information Technology Ethics	<input type="checkbox"/> TIA Ch 3 Discussion Board <i>Post</i> E-Commerce Safety <input type="checkbox"/> TIA Ch 3 Discussion Board <i>Response</i> E-Commerce Safety <input type="checkbox"/> TIA Chapter 3 Team Time//Collaborate with Technology TIA Chapter 3: IT Sim-This is not graded. <i>Technology in Action</i> : Ch 3 “ check your understanding review and practice ”. This is not graded. <input type="checkbox"/> TIA Chapter 3 Quiz/Assessment <input type="checkbox"/> TIA Ch 13 Team Time//Us Crowdsourcing in a Business <input type="checkbox"/> TIA Ch 13 Solve This: Creating an HTML Document TIA Chapter 13: IT Sim - This is not graded. <i>Technology in Action</i> : Ch 13 “ check your understanding review and practice ”. This is not graded. <input type="checkbox"/> TIA Chapter 13 Quiz/Assessment	2/20 2/21 2/21 2/21 2/22 2/23 2/26

Week	Topic	Assignments	Due Date
Week 7 Feb 27	Review <i>Technology in Action</i> : Chapter 4: Application Software: Programs That Let You Work and Play	<input type="checkbox"/> TIA Chapter 4 Solve This: Analyzing Benchmark Data	2/27
		<input type="checkbox"/> TIA Chapter 4 Team Time//Software for Startups	2/28
	Review <i>Technology in Action</i> : Chapter 5: System Software: The Operating System, Utility Programs, and File Management	TIA Chapter 4: IT Sim - This is not graded.	
	Technology in Focus: Information Technology Ethics	<i>Technology in Action</i> : Ch 4 “ check your understanding review and practice ”. This is not graded.	
	Read <i>Technology in Action</i> : Chapter 6: Understanding and Assessing Hardware: Evaluating Your System	<input type="checkbox"/> TIA Chapter 4 Quiz/Assessment	2/28
		<input type="checkbox"/> TIA Ch 5 Team Time: Choose Best Operating System	3/1
	<input type="checkbox"/> TIA Chapter 5 Solve This: Mobile Operating Systems: Changing Market Share	3/1	
	TIA Chapter 5: IT Sim1 & 2 - This is not graded.		
	<i>Technology in Action</i> : Ch 5“ check your understanding review and practice ”. This is not graded.		
	Read <i>GO! Excel</i> Chapter 3: Analyzing Data with Pie Charts, Line Charts, and What-If Analysis Tools	<input type="checkbox"/> TIA Chapter 5 Quiz/Assessment	3/5
Week 8 Mar 6	Review <i>GO! Excel</i> Chapter 3: Analyzing Data with Pie Charts, Line Charts, and What-If Analysis Tools	<input type="checkbox"/> Excel Chapter 3 Grader Project 3B	3/6
		<input type="checkbox"/> Excel Chapter 3 End of Chapter Quiz	3/7
	Review <i>Technology in Action</i> : Chapter 6: Understanding and Assessing Hardware: Evaluating Your System	<input type="checkbox"/> TIA Chapter 6 Solve This: Laptop Alternatives	3/8
	<input type="checkbox"/> Review for Midterm	TIA Chapter 6 IT Sim - This is not graded.	
		<i>Technology in Action</i> : Ch 6 “ check your understanding review and practice ”. This is not graded	
		<input type="checkbox"/> TIA Chapter 6 Quiz/Assessment	3/8
		<input type="checkbox"/> Review for Midterm	
Week 9 Mar 13	Excel Chapter 1-3 Assessment TIA Chapters 1-6 Assessment	<input type="checkbox"/> Excel Midterm	3/13
	Read <i>Technology in Action</i> : Chapter 7: Networking: Connecting Computing Devices Technology in Focus: Under the Hood	<input type="checkbox"/> TIA Midterm Report	
SPRING BREAK MARCH 19-23			
Week 10 Mar 27	Review <i>Technology in Action</i> : Chapter 7: Networking: Connecting Computing Devices Technology in Focus: Under the Hood	<input type="checkbox"/> TIA Ch 7 Discussion Board <i>Post</i> : Critical Thinking-Internet of Things	3/27
		<input type="checkbox"/> TIA Ch 7 Discussion Board <i>Response</i> : Critical Thinking-Internet of Things	3/29
	Read <i>Technology in Action</i> : Chapter 12: Behind the Scenes: Networking and Security in the Business World	<input type="checkbox"/> TIA Ch 7 Solve This: Home Networking Guide	3/30
		TIA Chapter 7: IT Sim - This is not graded.	
	<i>Technology in Action</i> : Ch 7 “ check your understanding review and practice ”. This is not graded		
	<input type="checkbox"/> TIA Chapter 7 Quiz/Assessment	4/2	
Week 11 Apr 3	Review <i>Technology in Action</i> : Ch 12: Behind the Scenes: Networking & Security in Business World	<input type="checkbox"/> TIA Ch 12 Discussion Board <i>Post</i> : Ethics Project//Using Wireless Networks Without Permission	4/3
	Teach Mail Merge for Ch12 Solve This:	<input type="checkbox"/> TIA Ch 12 Discussion Board <i>Response</i> : Ethics Project//Using Wireless Networks Without Permission	4/5
	Read <i>Technology in Action</i> : Ch 9: Securing Your System: Protecting Your Digital Data & Devices. Review Word skills for TIA Ch9 assignment	<input type="checkbox"/> TIA Ch 12 Solve This: Cyber Security Flyer and Mail Merge	4/6
	Read Technology in Focus: Careers in IT Read <i>Technology in Action</i> : Chapter 10: Behind the Scenes Software Programming	<i>Technology in Action</i> : Ch 12 “ check your understanding review and practice ”. This is not graded.	
		<input type="checkbox"/> TIA Chapter 12 Quiz/Assessment	4/9

Week	Topic	Assignments	Due Date
Week 12 Apr 10	Review <i>Technology in Action</i> : Chapter 9: Securing Your System: Protecting Your Digital Data and Devices	<input type="checkbox"/> TIA Chapter 9 Solve This-Computer Security – Do not submit via MyITLab.	4/10
	Review <i>Technology in Focus</i> : Careers in IT	 TIA Chapter 9: IT Sim - This is not graded.  <i>Technology in Action</i> : Ch 9 “ check your understanding review and practice ”. This is not graded.	
	Review <i>Technology in Action</i> : Chapter 10: Behind the Scenes Software Programming	<input type="checkbox"/> TIA Chapter 9 Quiz/Assessment	4/11
	Read <i>Technology in Action</i> : Chapter 11: Behind the Scenes Databases and Information Systems	<input type="checkbox"/> TIA Chapter 10 Ethics Project//Software that Kills	4/13
		 TIA Chapter 10 IT Sim - This is not graded.  <i>Technology in Action</i> : Ch 10 “ check your understanding review and practice ”. This is not graded.	
		<input type="checkbox"/> TIA Chapter 10 Quiz/Assessment	4/16
Week 13 Apr 17	Review <i>Technology in Action</i> : Chapter 11: Behind the Scenes Databases and Information Systems	<input type="checkbox"/> TIA Ch 11 Discussion Board <i>Post</i> -Critical Thinking-A Database	4/17
	Read <i>GO! Access</i> Chapter 1: Getting Started with Access 2016	 <i>Technology in Action</i> : Ch 11 “ check your understanding review and practice ”. This is not graded.	
		<input type="checkbox"/> TIA Chapter 11 Quiz/Assessment	4/23
Week 14 Apr 24	Review <i>GO! Access</i> Chapter 1: Getting Started with Access 2016	<input type="checkbox"/> Access Chapter 1 Grader Project 1A	4/24
	Read <i>GO! Access</i> Chapter 2: Sort & Query a Database	<input type="checkbox"/> Access Chapter 1 Grader Project 1B	4/26
		<input type="checkbox"/> Access Chapter 1 Grader Project 1G	4/27
		<input type="checkbox"/> Access Chapter 1 End of Chapter Quiz	4/30
Week 15 May 1	Review <i>GO! Access</i> Chapter 2: Sort and Query a Database	<input type="checkbox"/> Access Chapter 2 Grader Project 2A	5/1
	Read <i>GO! Access</i> Chapter 3: Forms, Filters and Reports	<input type="checkbox"/> Access Chapter 2 Grader Project 2B	5/3
		<input type="checkbox"/> Access Chapter 2 Grader Project 2G	5/4
		<input type="checkbox"/> Access Chapter 2 End of Chapter Quiz	5/7
Week 16 May 8	Review <i>GO! Access</i> Chapter 3: Forms, Filters and Reports	<input type="checkbox"/> Access Chapter 3 Grader Project 3A	5/8
		<input type="checkbox"/> Access Chapter 3 Grader Project 3B	5/11
		<input type="checkbox"/> Access Chapter 3 End of Chapter Quiz	5/14
Week 17 May 15	Review for Final/Access Project	<input type="checkbox"/> Project	5/15
Week 18 May 22	Final		5/22