Business Computer Applications: Busn 216 Syllabus (Online)
(subject to change)

Summer 2022
Highline College
2400 S. 240th St.
Des Moines, WA 98198
206-878-3710

Table of Contents

Getting Started in this Class:

1. Read the Syllabus at this web site (you are reading the syllabus now, please read through the end): https://people.highline.edu/mgirvin/AllClasses/216_2003/216/busn216.htm
2. This is a "No Textbook"-YouTube class. I have recorded the videos that we will use in this class and for the Excel part of this class, we will use the videos that have been recorded for us by Michael Girvin. This helps us to save money from buying textbooks.

Instructor Information:

Instructor's Name:	Mary Kajoka
Instructor's Office Phone:	(206) 592-3146
Instructor's Email address:	mkajoka@highline.edu
Instructor's Office:	29-343
Class Website:	https://people.highline.edu/mgirvin/
Online Office Hours:	Email: Mon – Thur – 10:00AM – 11:00PM (Immediate email response at this time)
	Zoom Appointment: Email to request for an appointment -mkajoka@highline.edu
	Zoom Link: **https://highline.zoom.us/my/marykajoka**

The best way to contact me is by email and I will respond within 24 hours on weekdays and within 48 hours on weekends (***Please note that for Summer Quarter Friday will be accounted as a weekend***). You are welcome to email me at any time and I will do my best to answer your questions as soon as I can.

Course Information

Department:	Business
Item (Section):	11983
Location:	Online
Schedule:	Listed on the last 2 pages of this syllabus

Course Overview

This course introduces students to Microsoft 365 and Windows Explorer. Students will learn how to efficiently use the Windows Explorer to manage files, create presentations using PowerPoint, how to create documents like Business Letters, Research Papers and Resumes in Word, how to perform business calculations using effective and efficient Excel formulas, and create tables, queries and reports using Access. You will leave this class with all important skills for Microsoft 365 that will enable you to become efficient in your workplace as well as competent in your other classes ahead.

Busn 216 Class Description (As Listed in Highline Catalog)

This course introduces students to Microsoft Excel, Word, PowerPoint, Access and Windows Explorer as these applications apply to a business environment. Students will focus on integrating the applications to efficiently create effective business solutions.

Busn 216 Course Outline (As Listed in Highline Catalog)

- Using Windows Explorer to efficiently and effectively manage files
- Use Word to efficiently create effective business-related documents
- Use PowerPoint to effectively articulate a presentation message
- Use Excel and Access to effectively and efficiently store raw data, make business related calculations, and complete data analysis
- Use Word, Excel, PowerPoint and Access to create integrated files and projects to meet specific business objectives

Busn 216 Student Learning Outcomes (As Listed in Highline Catalog)

- Perform file management skills using Windows Explorer to include saving, deleting, moving, copying and storing files.
- Create business documents using Microsoft Word to include Business Letters, Research papers and Advertisements
- Perform automated functions to easily create Tables of Contents, PowerPoint Presentations, Mail merge outputs. Create links from other Microsoft Applications.
- Create presentations using PowerPoint which articulate desired message to identified target audiences and include links from other applications
- In Excel, perform business calculations using appropriate data and formatting and using basic to intermediate formulas.
- In Excel perform data analysis using Sort, Filter, PivotTables and Formulas
- In Excel visualize quantitative data using various charts
- Build relational databases using Access to store raw data. Create information and make calculations using that raw data.
- Create objects such as tables, forms, queries and reports using Access
- Identify and explain the correct application for use in various data analysis scenarios

Busn 216 Full Detailed List of Student Learning Outcomes

1) Understand the definition of Effective and Efficient
    1. Effective:
        i. Accomplish the stated goal.
        ii. In this class the goal is to create things like Payroll tables that makes the calculations correctly or a research paper or PowerPoint presentation that articulate the desired message.
    2. Efficient
        i. Accomplish the goal with the minimum number of resources.
        ii. In this class the resource is time. So "Efficient" means we will learn how to create files (Word document or Excel workbook (files) in order to articulate a message, make a calculation or create useful information) quickly in order to save time.
        iii. Two examples of efficient are:
            1. Use Footer automatic page number feature in Word instead of typing page numbers into the footer.
            2. Using Mixed Cell References in Excel formulas in order to build formulas more quickly than if you used only Relative and Absolute Cell References.
2) Learn how to perform File Management with Windows Explorer to:
    1. File management:
        i. Save Files
        ii. Use Save As Feature to rename, relocate, or change the file type
        iii. Open move, copy or delete files
        iv. Create a logical system of folders in order to save and locate files effective and efficiently
        v. Create logical naming conventions so that we can manage our files effective and efficiently
3) Learn how to use the program Word to:
    1. Create business documents such as:
        i. Flyers
        ii. Research Papers
        iii. Business Letters
        iv. Resumes
    2. Insert, format and manage items into documents such as:
        i. Pictures and Clip Art
        ii. Hyperlinks

  iii. Tables

  iv. Headers and Footers, Footnotes and Bibliographies

 3. Use Styles to automate things such as:

  i. Formatting

  ii. Creating Table of Contents

  iii. Creating PowerPoint Presentations

  iv. Creating Headers and footers

 4. Use the Three Levels Of Formatting to:

  i. Help create documents quickly

  ii. Accomplish advanced formatting

 5. Mail Merge to create multiple letters, e-mails and labels quickly

 6. Create Links from Other Applications (such as Excel)

<mark>4) Learn how to use the program PowerPoint to:</mark>

 1. Create presentations to articulate messages with words, color, graphics, images and sound by learning the following PowerPoint Presentation elements:

  i. Send Word files to PowerPoint automatically

  ii. Slide Layout

  iii. Slide Design

  iv. Slide Animation

  v. Slide Transition

  vi. Create Links from Other Applications (such as Excel)

<mark>5) Learn how to use the program Excel to:</mark>

 1. Calculations

  i. Storing raw data

  ii. How data is aligned

  iii. Style formatting

  iv. Number Formatting, including date and time math

  v. Creating Formulas with the formula elements:

   1. Equal sign

   2. Ampersand

   3. Math operators

   4. Comparative operators

   5. Cell References

    a. Relative

    b. Absolute

    c. Mixed with Column Locked

    d. Mixed with Row Locked

   6. Numbers

   7. Functions such as:

    a. SUM, AVERAGE, PMT, MAX, MIN, DOLLAR, SUMIF, SUMIFS, COUNTIF, COUNTIFS, IF, VLOOKUP

   8. Text

   9. Arrays

  vi. Understand the three different types of formulas:

   1. Calculating to a number

   2. Text

   3. Logical

 2. Data Analysis

  i. How to convert raw data into useful information for decision making using formulas and data analysis features such as:

   1. Sort

   2. Filter

3. Advanced Filter
4. Subtotals
5. PivotTables
   ii. The main emphasis in the section will be on PivotTables
3. Present quantitative data visually with the following Chart Types:
   i. Column
   ii. Bar
   iii. Line
   iv. X – Y Scatter diagram
   v. Pie

6) Learn how to use the program Access to:
   1. Understand that a database does these two things:
      i. Stores raw data
      ii. Create useful information for decision making
   2. Understand the differences between data analysis using Excel and Access, and know when to use one or the other
   3. Create the following Objects in Access
      i. Tables (Stores Raw Data)
         1. Create fields with appropriate Data Type and Field Properties to ensure data is valid
         2. Create relationships between tables
      ii. Forms (User Interface for Tables)
      iii. Queries
         1. Understand that Queries are "Questions asked of database"
         2. Understand that Queries look at tables and with the criteria that you specify deliver only part of the data from the table back to you in the form of an answer.
         3. Understand that Queries are the object that we use in Access to create information out of raw data.
         4. Create queries with Criteria like:
            a. Single criterion
            b. OR criteria: one or the other or both can be true (different lines)
            c. AND criteria: Both must be true (same line)
            d. Functions
            e. Formulas
      iv. Reports
         1. Use Report Wizard to make professional looking reports based on Queries

7) Use Word, Excel, PowerPoint and Access to create integrated files and projects to meet specific business objectives such as:
   1. Word Business Letters and PowerPoint presentations with linked Excel tables and charts.
   2. Word Mail Merge with data from Excel and Access files.

8) Work with others to accomplish stated goals.
   1. In the classroom each day we will work on a project. As we move forward, step-by-step, through the project, we will make sure that everyone has completed the step before moving forward. Anyone on the team can help anyone else on the team. If one person knows how to do the step and someone else does not, the person who knows will help the person who does not. In this way we will be a team that moves together as one. We will be a group of humans that helps one another. In the on line class room we will use the Discussion Board to answer people's posted questions. In this way we will learn an important lesson in life: helping others is fun and is good for everyone.

9) Gain the ability to identify and summarize assumptions, issues, and salient arguments, as well as to draw logically valid conclusions from statements, images, data, and other forms of evidence, and to assess the implications and consequences of conclusions.
   1. In this class we will deal with an important issue in the working world; everyone is required to know how to use the Office Suite, but few people actually know how to do this. The evidence is clear: few people

know how to use the Office Suite. The implication is that if we learn how to use the Office Suite, we can get and keep a job more easily than people who do not know the Office Suite.
2. In this class we will learn about assumptions and criteria and how they play into creating information from raw data using Excel and Access.
3. In this class we will learn how to effectively create research papers and presentations that use images and other information.

Course Prerequisites

None

Requirements for class:

1. Must have daily access to a PC computer that fulfills these requirements:
   1. Computer must be a PC computer.
   2. Computer can NOT BE A MAC.
   3. Computer must have an internet connection that allows you to watch video lectures from YouTube.
   4. Computer must have Office Professional 2016 for PC with the programs:
      i. Access
      ii. Excel
      iii. Word
      iv. PowerPoint
   5. Computer must have the Program Access and not just Excel, Word, and PowerPoint. Highline provides free Microsoft 365 Office with Excel to all students. See Access to Computers on how to obtain this.
2. There is no textbook to buy for this class.
3. Buy a USB drive so you can store your system of folders and about class generated files.
4. You must know how to type quickly and know where most of the keys are on the keyboard are located. This class does not teach basic computer skills, but rather it teaches how to use the programs; Windows Explorer, Word, PowerPoint, Excel and Access.
5. A Standard Keyboard with the F Keys, Navigation keys and the Number Pad is strongly suggested because of the number crunching and data analysis we do and because it is more efficient for most business applications. If you don't have a Standard keyboard, you must have a keyboard with the F Keys and Navigation keys. For some laptop computers you may have to use the Fn button (Function key) to access the F keys.
   1. Standard Keyboard looks like this:
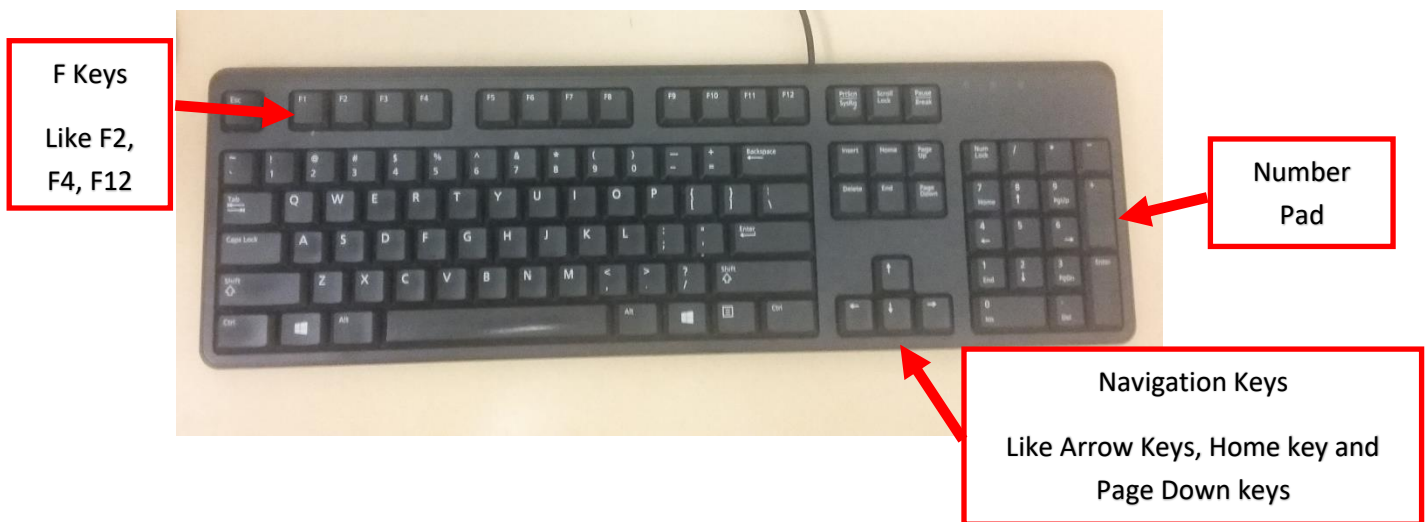
   2. Laptop computers have many different configurations. But if you have a laptop, you may have to access the F Keys using the Fn button (Function key). Here is a picture of a Surface Laptop Keyboard:
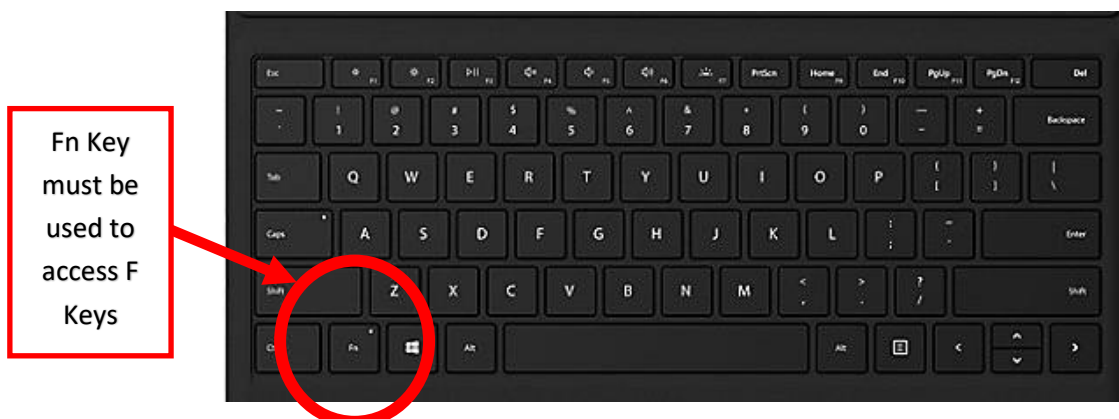
Access to Computers:

1) The Computer Lab Building 30 is open to students, please use this link to view the computer lab hours https://its.highline.edu/
2) If you do not have access to a Windows based PC computer with the Excel program installed, you will have to submit a request to the Highline helpdesk to borrow a computer for the quarter.
    I. Please complete the request to borrow a laptop online using this link https://forms.office.com/Pages/ResponsePage.aspx?id=AzbjXcO4-06rg5AtOyQeHL0GPASG4rpPtmhuUP6HgPNUQ01FTk9TOENSQ0NMNkxVODMzOExKSzY1Ny4u or you send an email request to: helpdesk@highline.edu
    II. In the request you must ask for a Windows based PC computer with a full keyboard and the program Excel installed on it.
    III. Please refer to our canvas Module -- Covid-19 Information and Resources.
3) If you have your own computer and need Office 365, here is the Highline web site link for you to get information about downloading Office 365 for free: https://its.highline.edu/free-office-365-for-students-and-staff/

First Week Drop Policy

In accordance with the Highline College first week non-attendance drop policy, Students are responsible for dropping or withdrawing from this course as necessary. No official warnings will be given to students when excessive absences and or missing assignments jeopardize the successful completion of this course.

We have Two Class web sites:

1. Use the people.highline web site to download files and watch videos: https://people.highline.edu/mgirvin/AllClasses/216_2003/216/busn216.htm
   The people site contains:
       1) Syllabus, which has details of the class and a daily schedule with details of video lectures, quizzes and test dates and times.
       2) All Video Lectures
       3) Downloadable files for class
2. Use Canvas to take quizzes, uploading tests and view your points for the class. https://canvas.highline.edu
   The Canvas site contains:
       1) Announcements
       2) Quizzes
       3) Test Upload Links
       4) Grades section shows you your points earned for the quizzes and tests
       5) The Canvas site is only available during Summer Quarter which starts on Monday June 27th, 2022, and ends at Noon Tuesday, August 16, 2022. This means that the Canvas web site will not be available after the end of the class at Noon Tuesday, August 16, 2022. If you would want information about your score or grade after the class is turned off, please email me at mkajoka@highline.edu.

E-mailing:

You are welcome to email me at any time if you have any questions. If you prefer setting up a zoom meeting/appointment, please use email me at mkajoka@highline.edu to schedule an appointment and we can work on a time that works best.

Announcements

The teacher will communicate with you through Announcements in Canvas.

Structure of class and How to Succeed in This Class:

1) There is no textbook for this class. The content of the class will be presented in video lectures, downloaded files and handouts which are located at our [people web site](#). We will call this kind of class a "No-Textbook YouTube Video Class" (it is a good structure because you do not have to spend a lot of money on textbooks!!!). A big Thank You to Mr. Michael Girvin for recording these videos for us. I'm also working on recording the videos which means some of the videos that we use in this class will be recorded by me and then we will switch to the ones recorded for us by Mr. Michael Girvin. These videos are all in our class website.
2) Each day you will watch the video lectures, practice what you see in the videos using the downloadable files (this is called a Video/Class Project), read the handout that is associated with each video lecture and do homework problems when assigned.
3) Your grade will be determined by earning points from Tests and Quizzes.
4) Completing Video/Class Projects and Assigned Homework Problems does not earn you points toward a grade, but rather you complete these items to practice for the quizzes and tests.
5) The key to this class is watching the video lectures and practicing what you see in the videos. Everything starts with watching the video. What you learn from the video lecture will help you to do well on the quizzes and tests.
6) **Online version of Busn 216:**
   1. You will watch Videos of the class lectures at YouTube and work on Class Projects, like creating a business letter in Word or creating a month sales report in Excel. We will refer to these "Class Projects" and "Videos" as **Video/Class Projects**.
7) Homework:
   1. YouTube Video/Class Projects:
      i. Each Day you will watch the assigned videos at YouTube and complete and/or finish the **Video/Class Projects**.
   2. Assigned Practice Homework Problems:
      i. Because there is no textbook in this class, the assigned homework problems will be files that you will download in a link below the video. The downloadable files will have details about what to do for the assigned homework.
   3. YouTube Video/Class Projects and Assigned Practice Homework Problems are NOT handed in to the teacher for points toward a grade. Only Tests and Quiz scores earn points toward a grade.
8) The instructor will communicate with you through Announcements in Canvas.
9) You are welcome to reach out to the instructor if you need more guidance, have any questions or concerns.

Class Tests

1) There will be about 5 take home tests and a Finals test that will be e-mailed to you which you must complete and then upload to the Test Upload Link in the Home area of Canvas.
2) These tests will require that you use the programs to create files such as Word Business Letters, PowerPoint Presentations or Excel Budgets. These files will be uploaded to the test upload link and graded to earn points.
3) These tests are not True/False or Multiple-Choice tests.
4) The send out test dates and due dates are listed in the schedule, which appears later in this syllabus. These dates are firm.
5) You cannot take tests early.
6) Late test uploads lose 25% of the test points. This means that you must upload the test before the date-time due date to avoid a 25% reduction in earned points.
7) Makeup tests can be taken if a documentable emergency occurs, like documented deaths or medical emergencies. In order to qualify for documentable emergency, you will have to submit written proof (like doctor's note or death certificate) to the instructor.
8) The test scores earned will count toward your grade for the class.
9) No Late tests can be handed in after the official end of class date-time: Monday, August 15, 2022.

Class Quizzes

1) There will be 6 Canvas True/False or Multiple Choice.
2) These quizzes are listed in the Home area of Canvas.
3) The suggested dates for these quizzes are listed in the schedule, which appears later in this syllabus. These dates are not firm, which means you can take the quizzes at any time that you want throughout the quarter.
4) Although, these quizzes can be taken anytime during the quarter, it is strongly suggested that you take them on the dates that are listed in the schedule. This will help you to have the freshly studied content of the class in your mind when you take the quiz.
5) The quiz has only one attempt, which means you must be sure of your answers before submitting it.
6) Each quiz will be cumulative, which means it will test on everything in the class up that point in the class.
7) Any missed quiz at the end of this class will result to a 0.0 point.
8) The quiz scores earned will count toward your grade for the class.
9) No Late quizzes can be handed in after the official end of class date-time: Monday, August 15, 2022.

Canvas Gradebook is NOT Correct

1) Do NOT use the percentage grades you see in canvas to calculate your grade.
2) The percentage grades you see in canvas indicate the percentage correct, ONLY on assignments handed in.
3) The scores for each assignment in Canvas are correct. That is to say, the point you earned are correct.
4) All official grading for your grade will be done outside of Canvas. Grades will be calculated in Excel by the instructor.

Grading:

1) Your grade is calculated by tallying your total points from tests and quizzes and dividing by the total points possible from tests and quizzes. That decimal or percentage can be looked up in the table at the right to determine your grade.
2) For example if you got 21 out of 30 in quiz 1 and 24 out of 30 on quiz 2 and 84 out of 100 on Test 1, your total points would equal 129 (21+24+84), the total possible would be 160, and your percentage of points earned would be: 129/160 = 0.81 or if you format it with a percentage: 81% and your decimal from the table on the right would be 2.6.

3) Grading Scale:

% Grade	Decimal Grade	% Grade	Decimal Grade
94.00%	4	76.00%	2.2
93.00%	3.9	75.00%	2.1
92.00%	3.8	74.00%	2
91.00%	3.7	73.00%	1.9
90.00%	3.6	72.00%	1.8
89.00%	3.5	71.00%	1.7
88.00%	3.4	70.00%	1.6
87.00%	3.3	69.00%	1.5
86.00%	3.2	68.00%	1.4
85.00%	3.1	67.00%	1.3
84.00%	3	66.00%	1.2
83.00%	2.9	65.00%	1.1
82.00%	2.8	64.00%	1
81.00%	2.7	63.00%	0.9
80.00%	2.6	62.00%	0.8
79.00%	2.5	61.00%	0.7
78.00%	2.4	0.00%	0
77.00%	2.3		

Academic Honesty:

Students are expected to maintain a high standard of honesty in their academic work. Cheating and plagiarism are specifically prohibited under the college's Student Rights and Responsibilities provisions. Acts of cheating may include:

1) Turning in an item you did not create is cheating. Copying another person's digital item or work is cheating.
2) Allowing (intended or not intended) someone else to copy your work or digital item, is considered cheating and will result in a failing grade for the assignment. This means that you must safeguard your work and computer so that others do not have access to your work or computer.
3) During a test or quiz, do your own work, do not look at other's work, and do not talk with others (to do so is cheating). Do not discuss your test or quiz with others before or after the test. Having someone take or help you with a test or quiz is cheating.

Academic dishonesty of any kind will result in a grade of 0.0 on the assignment and possible disciplinary action from the college.

If I have reason to believe that you engaged in academic dishonesty, I may make a report to the Office of Student Conduct after speaking with you about the situation. Students who have more than one report of alleged academic dishonesty during their time at Highline College may be required to meet with a Conduct Officer for a student conduct hearing and have sanctions imposed. It is both your right and responsibility to be familiar with the document entitled Student Conduct Code WAC 1321-125.

Incomplete Policy

1) In accordance with Highline policy, Incomplete Contacts are grated in the cases of documented emergencies. Examples of documentable emergencies are notes from doctor for hospital visit or a copy of death certificates for a relative.
2) Incompletes are considered only if 80% of the class work is done with a 2.0 grade or higher before the end of the sixth week.
3) The student must notify the instructor two weeks BEFORE the last day of the class in order to qualify for an incomplete.
4) If an incomplete is granted, a contract between the student and teacher will be created and the terms of the contact must be completed within two weeks of the last day of class.

College Policies

Inclusive Statement

Highline College actively promotes and supports a learning environment which ensures social justice, mutual respect, understanding, civility and nonviolence.

I recognize and respect diversity knowing that we are all different, and we also learn in different ways. These differences provide us with opportunities to learn new things, compare experiences, test our assertions, understand ourselves better, and find common ground. In this class I will uphold and promote an anti-discriminatory environment where everyone will belong and feel safe. I am committed to provide an equitable learning environment that will provide support to everyone in this class with a goal to ensure that we all learn and succeed.

Access Services Statement:

Your experience in this class is important to me. If you have already established accommodations with Access Services, please communicate your approved accommodations to me at your earliest convenience so we can discuss your needs in this course.

If you have not yet established services through Access Services, but have a temporary health condition or permanent disability that requires accommodations (conditions include but not limited to; mental health, attention-related, learning, vision, hearing, physical or health impacts), you are welcome to contact Access Services at 206-592-3857, access@highline.edu or access.highline.edu.

Grievance Procedures:

I hope that you will communicate with me if you experience anything in this course that does not support an inclusive environment. You can also report any incidents you may witness or experience on campus through the following procedures:

 For instructional grievance process:

In the case of a complaint about a course, students are encouraged to speak with their instructor first, and if the matter is not resolved, students should then contact the division chair if the complaint is against a full-time faculty member, or with the department coordinator if the complaint is against a part-time faculty member. For more detail, see the procedure: Instructional Policies and Procedures - Highline College - Acalog ACMS™

For Title IX (claims related to discrimination and sexual harassment)

It is the policy of Highline College to provide equal opportunity in education and employment and not discriminate on the basis of race, color, national origin, age, disability, sex, sexual orientation, marital status, creed, religion, or status as a veteran of war as required by Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Title VI of the Civil Rights Act of 1964, the Age Discrimination Act of 1975, RCW 49.60.030 and their implementing regulations. Prohibited sex discrimination includes sexual harassment (unwelcome sexual conduct of various types).

For more detail, see the procedure: https://humanresources.highline.edu/faculty-and-staff/policies/title-ix/.

Advising:

"Advising is a collaborative partnership between you and your advisor. Your advisor can teach you how to find information to make the most of your college experience. In your first advising meetings, you will create a plan together for courses and/or a degree based on your educational goals. Your advisor can connect you to a network of resources and support services whether you are facing obstacles or just need more information. It is suggested to meet with your advisor once per quarter. To request a Faculty Advisor: https://bit.ly/3ciPEb9"

Additional College Procedures & Policies

For information on college policies on diversity, classroom behavior, incompletes, absences for religious reasons, student grievances, withdrawals, and emergency procedures please visit Highline College Procedures and Policies.

Student Resources:

The college offers many resources to support student achievement and success. These include Access Services, faculty advising, the Academic Success Centers (math, writing, and general tutoring), the college library, and technical support. For more detailed information on these services, please visit Highline College Resources for Students.

Basic Needs Resources

If you are experiencing homelessness, food insecurity, financial hardship or are in need of other basic needs support, please utilize the resources found on the Basic Needs Resources link on the Canvas course page.

Link to Basic Needs Resources For Highline Students

Last Day of Class:

- All tests and quizzes must be completed before the final day of class: Monday, August 15, 2022.
- The Canvas web site will be shut off after the final day of class: Noon, Tuesday, August 16, 2022
- If you want to contact the instructor after the class is over, you can e-mail me at: mkajoka@highline.edu

Important Dates:

Summer Quarter 2022	
June 27	Classes begins
June 30	Last Day to drop classes for a 100% refund
July 4	Independence Day (No Classes)
July 11	Last Day to drop Without 'W' on Transcript
July 12	Last Day for 40% refund
Aug 8	Last Day to withdraw from a class
Aug 15	Last Day for this Class
Aug 18	Quarter Ends

Schedule on 2 Next Pages:

Week	Dates	Video To Watch to people web site	Downloadable pdf File with Class notes	Downlable File Needed to Watch Video	Assigned Homework (HW File Below Video)	Suggetsed Quiz Date	Test Send Out Date-Time	Test Due Out Date-Time
Week 1	Mon, 06/27/2022	Class Introductory						
	Tue, 06/28/2022	Video # 1	Class Notes #1					
	Wed, 06/29/2022	Video # 2	Class Notes #2					
	Thu, 06/30/2022	Video # 3	Class Notes #3			Thursday, 6/30/2022. Quiz 1 covers the Syllabus and Windows Explorer.	Test 1 sent out by e-mail about 3 PM on Thursday, 6/30/2022. Test 1 covers Windows Explorer.	Test 1 must be uploaded to canvas before midnight, Sun, 7/3/2022
Week 2	Holiday							
	Tue, 07/05/2022	Video # 4 Video # 5 Video #5.5 Video #6	Class Notes #4 Class Notes #5 Class Notes #5.5 Class Notes #6	M365Video05FlyerStartFile.docx	Word Homework Problem 01. File below Video #06.			
	Wed, 07/06/2022	Video # 7 Video # 8 Video # 9	Class Notes #7 Class Notes #8 Class Notes # 9	M365Video07-ResumeStartFile.docx and M365Video08-ResearchPaperStartFile.docx	Word Homework Problem 02. File below Video #8.	Quiz 2 should be taken today, Wednesday, 7/6/2022. Quiz 2 covers Word.		
	Thu, 07/07/2022	Video # 10 Video # 11	Class Notes #10 Class Notes #11	M365Video10 Picture Files and M365Video11 SafariPresentationStartFile.docx		Quiz 3 should be taken today, Thursday, 7/7/2022. Quiz 3 covers PowerPoint.	Test 2 sent out by e-mail about noon on Thursday, 7/7/2022. Test 2 covers Word &PowerPoint.	Test 2 must be uploaded to canvas before midnight, Sun, 7/10/2022
Week 3	Mon, 07/11/2022	Excel Basics 1: V.#13	Class Notes: Excel Basics 1. V.#13					
	Tue, 07/12/2022	Excel Basics 2: V.#14	Class Notes: Excel Basics 2. V.#14					
	Wed, 07/13/2022	Excel Basics3: V.#15	Class Notes: Excel Basics 3. V.#15	EB03-CountingAddingWithCriteria.xlsx	HW # 1-3 at end of Excel workbook for this video.			
	Thu, 07/14/2022	Excel Basics4: V.#16	Class Notes: Excel Basics 4. V.#16	EB04-SUMIFSandPivotTables.xlsx	HW # 1-3 at end of Excel workbook for this video.			
Week 4	Mon, 07/18/2022	Excel Basics5: V.#17 Excel Basics6: V.#18 Excel Basics7: V.#19 Excel Basics8: V.#20	Class Notes: Excel Basics 5. V.#17 Excel Basics 6-8. V.#18-20	EB05-PivotTableCalculationsLayout.xlsx EB06-08QATKeyboardsDefaultAlign.xlsx	HW # 1-3 at end of Excel workbook for both videos.			
	Tue, 07/19/2022	Excel Basics9: V.#21	Class Notes: Excel Basics 9. V.#21	EB09-NumberFormattingAndROUND.xlsm	HW # 1-2 at end of Excel workbook for this video.			
	Wed, 07/20/2022	Excel Basics10: V.#22	Class Notes: Excel Basics 10. V.#22	EB10DateTimeNumberFormattingAndCalculations.xlsm	HW # 1-4 at end of Excel workbook for this video.	Quiz 4 should be taken before Thursday, 7/21/2022. Quiz 4 covers first 2 weeks of Excel.		
	Thu, 07/21/2022	Excel Basics11: V.#23	Class Notes: Excel Basics 11. V.#23	EB11SearchForFunctions.xlsm			Test 3 sent out by e-mail about 5 PM on Thursday, 7/21/2022. Test 3 covers first 2 weeks of Excel.	Test 3 must be uploaded to canvas before midnight, Sun, 7/24/2022
Week 5	Mon, 07/25/2022	Excel Basics12: V.#24	Class Notes: Excel Basics 12. V.#24	EB12-FormulaElements.xlsm	HW # 1-5 at end of Excel workbook for this video.			
	Tue, 07/26/2022	Excel Basics13: V.#25	Class Notes: Excel Basics 13. V.#25	EB13-IF-FunctionAnd-IS-Functions.xlsm	HW # 1-4 at end of Excel workbook for this video.			
	Wed, 07/27/2022	Excel Basics14: V.#26 Excel Basics15: V.#27	Class Notes: Excel Basics 14. V.#26 Excel Basics 15. V.#27	EB14-VLOOKUPFunction.xlsm EB15-ExcelTableFeature.xlsm	HW # 1-3 at end of Excel workbook 14. HW # 1-2 at end of Excel workbook 15.			
	Thu, 07/28/2022	Excel Basics16: V.#28 Excel Basics17: V.#29 Excel Basics18: V.#30	Class Notes: Excel Basics 16. V.#28 Excel Basics17: V.#29 Excel Basics18: V.#30	EB16MixedCellReferences.xlsm EB17StyleFormatting.xlsm EB18-DefinedNamesStartFile.xlsm	HW # 1-4 at end of Excel workbook 16. HW # 1-2 at end of Excel workbook 17.		Test 4 sent out by e-mail about 5 PM on Thursday, 7/28/2022. Test 4 covers first 3 weeks of Excel.	Test 4 must be uploaded to canvas before midnight, Mon, 8/1/2022

Week	Dates	Video To Watch to people web site		Downladable File Needed to Watch Video	Assigned Homework (HW File Below Video)	Suggetsed Quiz Date	Test Send Out Date-Time	Test Due Out Date-Time
Week 6	Mon, 08/01/2022	Excel Basics19: V.#31	Class Notes: Excel Basics 19. V.#31	EB19-SUMIFSandSimilarFunctions.xlsm	HW # 1-3 at end of Excel workbook for this video.			
	Tue, 08/02/2022	Excel Basics20: V.#32 Excel Basics21: V.#33 Excel Basics22: V.#34	Class Notes: Excel Basics 20. V.#32 Excel Basics 21. V.#33 Excel Basics 22. V.#34	EB20-PivotTablesStart.xlsm EB21-PivotTablesRelationshipsStart.xlsm EB22-DefaultPivotTableLayoutExcel2016.xlsx	HW # 1-3 at end of Excel workbook 20. HW # 1 at end of Excel workbook 21.			
	Wed, 08/03/2022	Excel Basics23: V.#35 Excel Basics24: V.#36	Class Notes: Excel Basics 23. V.#35 Excel Basics 24. V.#36	EB23-SortFilterFlashFillStart.xlsx EB24Charts.xlsm	HW # 1-4 at end of Excel workbook 23. HW # 1-5 at end of Excel workbook 24.			
	Thu, 08/04/2022	Excel Basics25: V.#37	Class Notes: Excel Basics 25. V.#37	EB25GetAndTransformPowerQueryStart.xlsm and EB25FileDownloads.zip	HW # 1 at end of Excel workbook for this video.	Quiz 5 should be taken before midnight Sunday, 8/7/22. Quiz 5 covers ALL of Excel.	Test 5 sent out by e-mail about noon on Thursday, 8/4/2022. Test 5 covers ALL of Excel.	Test 5 must be uploaded to canvas before midnight Monday, 8/8/22
Week 7	Mon, 08/08/2022	Video # 12	Class Notes #12	M365Video12_IntroductionToAccessDatabase.pptx M365Video12--StuffedAnimalDatabase.acdb				
	Tue, 08/09/2022	Video # 13	Class Notes #13	M365Video13-SupplierStoreListDataFromExcel.xlsx M365Video13-CustomerListDataFromExcel.xlsx				
	Wed, 08/10/2022	Video # 14	Class Notes #14	StuffedAnimalDatabaseFinishedFileAfterVideo13.accdb			Test 6 sent out by e-mail about noon on Thursday, 8/11/2022. Test 6 covers everything in the class.	
	Thu, 08/11/2022	Video # 15 Video # 16	Class Notes #15 Class Notes #16	StuffedAnimalDatabaseFinishedFileAfterVideo14.accdb				
Week 8	Mon, 08/15/2022					Quiz 6 must be taken before midnight Sunday, 8/14/22. Quiz 6 covers ALL of Access.		Test 6 must be uploaded to canvas before midnight Monday, 8/15/22
	Tue, 08/16/2022							Canvas website will not be available after noon Tuesday, 8/16/22

Canvas web site is NOT available after noon on Tuesday, 08/16/2022. To contact Mary Kajoka after class is over, send e-mail to mkajoka@highline.edu

No quiz or test can be handed in after the end of the class: noon, Monday, August, 15, 2022. This the official end to this Highline Class.