Date	Week	Lectures/ Deadlines and Holidays	Discussion Boards/ Project Assignments	Exams/Practice Theory Tests
4/12	1	a) Introduction to the Class / Review syllabus - Browse over the Canvas website. Lecture: b) Chapter 1: Creating a Worksheet and a Chart c) Read: Getting to Know Microsoft Office Versions ==Friday, April 16: Last date to drop with a refund/no fee owed.==	1. ***Board: Getting to Know Each Other*** – (Discussion Board) Part 1-2 due by <u>**Friday, 4/16**</u> by 11:59 pm. Part 3 due by <u>**Sunday, 4/18**</u> by 11:59 pm 2. SAM Training & Project (CH1) due by **Monday, 4/19** by 11:59 pm	Practice Theory Test (CH1) due on **Monday, 4/19** by 11:59 pm
4/19	2	Lecture: a) Chapter 2: Formulas, Functions, and Formatting b) Chapter 3: Working with Large Worksheets, Charting, and What-If Analysis ==**Wednesday, April 21: Last date to drop this class without a "W".**==	SAM Training & Project (CH2&3) due by **Monday, 4/26** by 11:59 pm	Practice Theory Test (CH2&3) due by **Monday, 4/26** by 11:59 pm
4/26	3	a) Lecture: Chapter 4: Financial Functions, Data Tables, and Amortization Schedules b) Chapter 5: Working with Multiple Worksheets and Workbooks	SAM Training & Project (CH4&5) by due by **Monday, 5/3** by 11:59 pm	Practice Theory Test (CH4&5) due by **Monday, 5/3** by 11:59 pm

Date	Week	Lectures/ Deadlines and Holidays	Discussion Boards/ Project Assignments	Exams/Practice Theory Tests
5/3	4	Lecture: Chapter 6: Creating, Sorting, and Querying a Table	SAM Training & Project (CH6) due by **Monday, 5/10** by 11:59 pm	Practice Theory Test (CH6) due by **Monday, 5/10** by 11:59 pm **Exam #1 (CH1-5): (Open Thursday through Sunday)**
5/10	5	Lecture: a) Chapter 7: Creating Templates, Importing Data, and Working with SmartArt, Images, and Screenshots	1. ***Board*-WK6 -** (Discussion Board) Part 1-2 due by <u>**Friday, 5/14**</u> by 11:59 pm. Part 3 due by <u>**Sunday, 5/16**</u> by 11:59 pm 2. SAM Training & Project (CH7) due by **Monday, 5/17** by 11:59 pm	Practice Theory Test (CH7) due by **Monday, 5/17** by 11:59 pm
5/17	6	Lecture: a) Chapter 8: Working with Trendlines, PivotTables, PivotCharts, and Slicers b) Chapter 9: Formula Auditing, Data Validation, and Complex Problem Solving	SAM Training & Project (CH8&9) due by **Monday, 5/24** by 11:59 pm	Practice Theory Test (CH8&9) due by **Monday, 5/24** by 11:59 pm

Date	Week	Lectures/ Deadlines and Holidays	Discussion Boards/ Project Assignments	Exams/Practice Theory Tests
5/24	7	Lecture: Chapter 10: Data Analysis with Power Tools and Creating Macros **Monday, May 24: Last date to drop with a "W"**	1. ***Board*-WK7 -** (Discussion Board) Part 1-2 due by <u>**Friday, 5/28**</u> by 11:59 pm. Part 3 due by <u>**Sunday, 5/30**</u> by 11:59 pm 2. SAM Training & Project (CH10) due by **Monday, 5/31** by 11:59 pm	Practice Theory Test (CH10) due by **Monday, 5/31** by 11:59 pm All the Practice Theory Tests will close by **Wednesday, 6/2.**
5/31	8	**Monday, May 31 – Memorial Day Holiday (No Class)** Chapter 11: User Interfaces, Visual Basic for Applications (VBA), and Collaboration Features	SAM Training Project (CH11) due by **Monday, 6/7** by 11:59 pm	Practice Theory Test (CH11) due by **Monday, 6/7** by 11:59 pm **Exam #2 (CH6-10): (Open Thursday through Sunday)** **Final Theory Exam: Thursday 10:00 am to Sunday 11:59 pm (Chapters 1-10)**

This class runs from Monday, April 12 through Monday, June 7, 2021

Dropping a Class If you stop attending a class (or wish to drop a class) on or before May 24, 2021, you must drop the class yourself - officially - over the internet. Failure to do so may result in a grade of "F" in that class.