

SUMMER 2016					
MINF 2201			This Course Schedule is Subject to CHANGE at ANY TIME. Check Online Lab Announcements for changes.		
All Dates are Tues/Thurs			<u>ALL STUDENTS WILL BE DROPPED FROM THE COURSE IF HE/SHE DOES NOT:</u> 1. Register in the Pearson lab (MyPearsonlabs.com) (Trial Registration is available) 2. Complete the Orientation Quiz with a grade of 90% or beter within the FIRST WEEK OF CLASSES		
Class Week	Tues/Thurs Dates	MODULE	Course Content Reading Material	Course Assignments Evaluated Deliverables - Items Due	Optional Related Labs and Seminars
	24-May-16	Intro	Week 1	Use This Week to Get Ahead in Assignments	Week 1
Wk 1	26-May-16		No Assignments Due - Work Ahead	LATE ASSIGNMENTS ARE NOT ACCEPTED - NO EXCEPTIONS	Work Ahead
	31-May-16	Word	Office Features & Word Ch1	Office Features Quiz, SB Trainer Exam, Chapter Grader Project	
Wk 2	2-Jun-16		Word Ch2	SB Trainer Exam, Chapter Grader Project	
	7-Jun-16		Word Ch3 & Capstone	SB Trainer Exam, Chapter Grader Project, Capstone Chapter Grader Project	
Wk 3	9-Jun-16	PowerPoint	PowerPoint Ch1	SB Trainer Exam, Chapter Grader Project	
	14-Jun-16		PowerPoint Ch2	SB Trainer Exam, Chapter Grader Project	
Wk 4	16-Jun-16		PowerPoint Ch3 & Capstone	SB Trainer Exam, Chapter Grader Project, Capstone Chapter Grader Project	
	21-Jun-16		Week 5	Use This Week to Get Ahead in Assignments	Week 5
Wk 5	23-Jun-16		No Assignments Due - Work Ahead	LATE ASSIGNMENTS ARE NOT ACCEPTED - NO EXCEPTIONS	Work Ahead
	28-Jun-16	Excel	Excel Ch1	SB Trainer Exam, Chapter Grader Project	
Wk 6	30-Jun-16		Excel Ch2	SB Trainer Exam, Chapter Grader Project	
	5-Jul-16		Excel Ch3 & Capstone	SB Trainer Exam, Chapter Grader Project, Capstone Chapter Grader Project	
Wk 7	7-Jul-16		Excel Advanced Grader Ch2 & Ch3	Ch2 Advanced Grader Project, Ch2 Advanced Grader Project	
	12-Jul-16	Technology	TIA: Hardware (Ch2, Ch6, Ch8) & Software (Ch4, Ch5, Ch11)	Check Your Understing Parts 1 & 2 for ALL chapters	
Wk 8	14-Jul-16	Personal Use	TIA: Internet and Networking (Ch7, Ch9, Ch12) & Email, Ethics, Etiquette (Ch3, Ch13)	Check Your Understing Parts 1 & 2 for ALL chapters	
DROP/ADD DATES: May 23-24 MIDTERM DATE: Friday, June 17, 2016 LAST DAY OF CLASSES: July 14 FINAL EXAM DATES: July 15-18, 2016 MINF MIDTERM: None MINF FINAL EXAM: None Grades Due: July 19			ALL ASSIGNMENTS ARE DUE at 5:00PM. Assignments Submitted at 5:00:01 are Late and are Not Graded Without an Email Request from the Student. Assginments Submitted after 5:01:00 are Late and Will Not be Graded. COLORED/BOLDED CELLS = WORK AHEAD TIME On Weeks Without Due Dates, ALL Students Should Work Ahead of the Deadlines to Prevent Late DO NOT WAIT until the Due Date to Begin Assignments. Each Chapter should take between 7-10 Hours to complete. TIME MANAGEMENT is the Student's Responsibility Poor Time Management WILL NOT Constitute an Emergency for or a Deadline Extension from the Professor.		
Holidays: Mon May 30: Memorial Day Mon July 4: Independence Day					

Points	Grade Earned
1651-1845	A
1466-1650	B
1282-1465	C
1097-1281	D
1096 points or less	F

Graded Assignment	Points
Check Your Understanding	186
Training Exam	259
Grader Projects	1100
Capstone Projects	300
Career Flash Seminars	0
Total Points:	1845