5. COURSE MANAGEMENT SYSTEM

## COURSE SCHEDULE/TENTATIVE TIMELINE:

| Week starting | Lecture and Lab Activities and Required Reading |  |  |  |
|---------------|---|--|--|--|
|               |   |  |  |  |
|               |   |  |  |  |
|               |   |  |  |  |
|               |   |  |  |  |
|               | Word Module Exam                                |  |  |  |
|               |   |  |  |  |
|               |   |  |  |  |
|               |   |  |  |  |
|               |   |  |  |  |
|               | Excel Module Exam                               |  |  |  |
|               | Excel Module Exam                               |  |  |  |
|               |   |  |  |  |
|               |   |  |  |  |
|               |   |  |  |  |
|               | Access Module Exam                              |  |  |  |
|               |   |  |  |  |
|               |   |  |  |  |
|               |   |  |  |  |
|               | PowerPoint Module Exam                          |  |  |  |
|               | Final Exam                                      |  |  |  |

STUDENT RESPONSIBILITIES:

| Webmail   |  |  |  |
|-----------|--|--|--|
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STATEMENT ON ACADEMIC MISCONDUCT:

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