Broward College
Computer and Internet Literacy
Course Outline

LAST REVIEW: Academic Year 2006-07
NEXT REVIEW: Academic Year 2011-12

COMMON COURSE NUMBER: CGS1060C
INSTRUCTOR NAME: Freddy R. Matute, MBA
CONTACT: fmatute@broward.edu
TEXT BOOK: Computer Literacy Basics by Morrison/Wells; New Perspective on Microsoft Office 2010, First Course by Shaffer/Ruffolo

CREDIT HOURS: 3
CONTACT HOURS BREAKDOWN:
Lecture/Discussion 48
Contact Hours/Week 6H
CALCULATOR: Not needed

CATALOG COURSE DESCRIPTION:
Prerequisite: None
Corequisite: None
This is an introductory course in basic computer and Internet use. It covers computer hardware and software fundamentals (including the use of Windows), key productivity applications (including word processing, spreadsheets, and presentation systems), and living in an online world (including network fundamentals, e-mail, and the effective use of the Internet as a communication tool and information resource). Students will develop basic computer skills to aid them with college studies and workforce readiness. Hands-on use of a personal computer is required.

General Education Requirements - Associate of Arts Degree, meets Area(s):
General Education Requirements - Associate in Science Degree, meets Area(s):

UNIT TITLES:
1. Types of computers
2. Computer hardware components and their functions
3. Evaluating and purchasing computer equipment
4. Maintaining computer equipment
5. Software and hardware interaction
6. Software categories
7. Operating system functions
8. Windows basics
9. Installing, configuring, and removing software
10. Windows applications
11. Managing windows applications
12. Creating, editing, and formatting files
13. Common printing functions
14. Formatting text and documents
15. Working with tables
16. Working with text and numbers in a spreadsheet
17. Using formulas, functions, and charts
18. Creating and delivering presentations
19. Network fundamentals
21. Understanding e-mail
22. Using e-mail
23. “netiquette”
24. Information sources on the internet
25. Using a web browser
26. Searching the internet
27. Computers at work, school, and home
28. The risks and hazards of using computer hardware and software
29. Using computers and the internet safely, legally, ethically, and responsibly

I. Course Overview:
Upon successful completion of this course, the students should be able to identify the components of a computer system; use an operating system to manage the storage and retrieval of information; use the Internet as a source of information and a method of communicating with others; use a word processor; use a spreadsheet program; and use a presentation graphics program.

II. Units:

Unit 1- Types of computers
General Outcome:
1.0 The student shall be able to identify types of computers, how they process information and how individual computers interact with other computing systems and devices.

Specific Learning Outcomes:
Upon successful completion of this unit, the students should be able to:
1.1 Categorize types of computers based on their size, power and purpose
1.2 Identify types of microcomputers
1.3 Identify other types of computing devices
1.4 Identify the role of the central processing unit
1.5 Identify how the speed of the microprocessor is measured
1.6 Identify the role of types of memory and storage and the purpose of each, including RAM, ROM and CD ROMs
1.7 Identify concepts related to how memory is measured, including bits, bytes, and megabytes
1.8 Identify the flow of information between storage devices (such as floppy or hard disks) to the microprocessor and RAM in relation to everyday computer operations
1.9 Identify the differences between large systems and desktop computers and appropriate uses for large vs. small systems
1.10 Identify that computers integrate into larger systems in a variety of ways
1.11 Identify how computers share data, files, hardware and software

Unit 2-Computer hardware components and their functions
General Outcome:
2.0 The student shall be able to identify the function of computer hardware components

Specific Learning Outcomes:
Upon successful completion of this unit, the students should be able to:
2.1 Identify the types and purposes of external computer components, including standard input and output devices
2.2 Identify the types and purpose of internal computer components
2.3 Identify the types and purposes of specialized input devices (e.g. digital cameras and touch screens)
2.4 Identify the types and purposes of specialized output devices (e.g. projectors)
2.5 Identify the types and purposes of storage media (e.g. DVDs and network drives)
2.6 Identify ports used to connect input and output devices to a computer (e.g. USB ports and Ethernet ports)
2.7 Identify how hardware devices are installed on a computer system

**Unit 3- Evaluating and purchasing computer equipment**

**General Outcome:**
3.0 The student shall be able to identify the factors that go into an individual or organizational decision on how to purchase computer equipment.

**Specific Learning Outcomes:**
Upon successful completion of this unit, the students should be able to:
3.1 Identify criteria for selecting a personal computer
3.2 Identify factors that affect computer performance
3.3 Identify hardware and software considerations when purchasing a computer
3.4 Identify other factors that go into decisions to purchase a computer including warranties and support agreements

**Unit 4-Maintaining computer equipment**

**General Outcome:**
4.0 The student shall be able to identify how to maintain computer equipment and solve common problems relating to computer hardware.

**Specific Learning Outcomes:**
Upon successful completion of this unit, the students should be able to:
4.1 Identify how to protect computer hardware from theft or damage
4.2 Identify factors that can cause damage to computer hardware or media (e.g. heat and humidity)
4.3 Identify how to protect computer hardware from fluctuations in the power supply, power outages and other electrical issues
4.4 Identify common problems associated with computer hardware such as inoperable hardware devices
4.5 Identify common problems that can occur if hardware is not maintained properly
4.6 Identify maintenance that can be performed routinely by users such as cleaning and defragmenting hard drives
4.7 Identify maintenance that should ONLY be performed by experienced professionals
4.8 Identify the steps required to solve computer-related problems

**Unit 5- Software and hardware interaction**

**General Outcome:**
5.0 The student shall be able to identify how software and hardware work together to perform computing tasks and how software is developed and upgraded.

Specific Learning Outcomes:
Upon successful completion of this unit, the students should be able to:
5.1 Identify how hardware and software interact
5.2 Identify simple terms and concepts related to the software development process
5.3 Identify issues relating to software upgrades such as pros and cons and methods to upgrade

Unit 6- Introduction to Database Management
General Outcome:
6.0 The student shall be able to identify different types of software, general concepts relating to software categories, and the tasks to which each type of software is most suited or not suited.

Specific Learning Outcomes:
Upon successful completion of this unit, the students should be able to:
6.1 Identify fundamental concepts relating to word processing and common uses for wordprocessing applications
6.2 Identify fundamental concepts relating to spreadsheets and common uses for spreadsheet applications
6.3 Identify fundamental concepts relating to presentation software and common uses for presentation applications
6.4 Identify fundamental concepts relating to databases and common uses for database applications
6.5 Identify fundamental concepts relating to graphic and multimedia programs and common uses for graphic or multimedia software
6.6 Identify the types and purposes of different utility programs
6.7 Identify other types of software
6.8 Identify how to select the appropriate application(s) for a particular purpose, and problems that can arise if the wrong software product is used for a particular purpose

Unit 7- Introduction to Presentation Graphics
General Outcome:
7.0 The student shall be able to identify what an operating system is and how it works, and solve common problems related to operating systems.

Specific Learning Outcomes:
Upon successful completion of this unit, the students should be able to:
7.1 Identify the purpose of an operating system and the difference between operating system and application software
7.2 Identify different operating systems including DOS, Windows and Macintosh
7.3 Identify the difference between interacting with character-based and graphical operating systems
7.4 Identify the capabilities and limitations imposed by the operating system
7.5 Identify and solve common problems related to operating systems

Unit 8 –Windows basics
General Outcome:
8.0 The student shall be able to manipulate and control the Windows desktop, files and disks.
Specific Measurable Learning Outcomes:
Upon successful completion of this unit, the student shall be able to:
8.1 Identify elements of the Windows desktop
8.2 Manipulate Windows such as minimizing windows
8.3 Shut down, logoff and restart the computer
8.4 Use the Windows Start menu and Taskbar
8.5 Manipulate the desktop folders and icons
8.6 Manage files using the Windows Explorer/File Manager
8.7 Identify precautions one should take when manipulating files including using standardized naming conventions
8.8 Solve common problems associated with working with

Unit 9 – Installing, configuring, and removing software
General Outcome:
9.0 The student shall be able to identify how to change system settings, install and remove software.

Specific Measurable Learning Outcomes:
Upon successful completion of this unit, the student shall be able to:
9.1 Display control panels
9.2 Identify different control panel settings
9.3 Change simple control panel settings such as date and time settings
9.4 Display and update a list of installed printers
9.5 Identify precautions regarding changing system settings
9.6 Install software including installing updates from online sources
9.7 Identify common problems associated with installing and running applications

Unit 10 – Windows applications
General Outcome:
10.0 The student shall be able to start and exit a Windows application and utilize sources of online help.

Specific Measurable Learning Outcomes:
Upon successful completion of this unit, the student shall be able to:
10.1 Start a Windows application
10.2 Exit a Windows application
10.3 Identify and prioritize help resources, including online help within software and contacting a help desk
10.4 Use various forms of automated help

Unit 11 – Managing windows applications
General Outcome:
11.0 The student shall be able to identify common on-screen elements of Windows applications, change application settings and manage files within an application.

Specific Measurable Learning Outcomes:
Upon successful completion of this unit, the student shall be able to:
11.1 Identify on-screen elements common to Windows applications (e.g. menus, tool bars and document windows)
11.2 Display or hide toolbars
11.3 Switch between open documents
11.4 Change views
11.5 Change magnification level
11.6 Create files
11.7 Open files within an application and from the Windows desktop, identify file extensions including .xls or .doc
11.8 Save files in specified locations/formats
11.9 Close files
11.10 Identify and solve common problems relating to working with files (e.g. product or version incompatibility)

Unit 12 – Creating, editing, and formatting files
General Outcome:
12.0 The student shall be able to perform common editing and formatting functions.

Specific Measurable Learning Outcomes:
Upon successful completion of this unit, the student shall be able to:
12.1 Navigate around open files using scroll bars, keyboard shortcuts, etc.
12.2 Insert test and numbers in a file
12.3 Perform simple editing (e.g. cut, copy and move information)
12.4 Use the Undo, Redo and Repeat commands
12.5 Find information
12.6 Replace information
12.7 Check spelling
12.8 Perform simple text formatting
12.9 Insert pictures into a file
12.10 Modify pictures in a file
12.11 Add drawn objects into a file, including creating and modifying objects

Unit 13 – Common printing functions
General Outcome:
13.0 The student shall be able to perform common printing functions.

Specific Measurable Learning Outcomes:
Upon successful completion of this unit, the student shall be able to:
13.1 Format a document for printing
13.2 Preview a file before printing
13.3 Print files, specifying common print options
13.4 Manage printing and print jobs
13.5 Identify and solve common problems associated with printing

Unit 14 – Formatting text and documents
General Outcome:
14.0 The student shall be able to format text and documents including the ability to use automatic formatting tools.

Specific Measurable Learning Outcomes:
Upon successful completion of this unit, the student shall be able to:
14.1 Identify on-screen formatting information, including breaks, paragraph markers, etc.
14.2 Select word, line, paragraph, and document
14.3 Change line and paragraph spacing
14.4 Indent text
14.5 Create and modify bulleted and numbered lists
14.6 Use outline structure to format a document
14.7 Insert symbols/special characters
14.8 Insert date and time
14.9 Insert, view and print document comments
14.10 Display the ruler
14.11 Use tabs
14.12 Insert and delete a page break or section break
14.13 Insert, modify and format page numbers
14.14 Create, modify and format headers and footers
14.15 Create, modify and format footnotes and endnotes
14.16 Apply borders and shading to text paragraphs
14.17 Create, modify and apply styles
14.18 Copy formatting (Format Painter)
14.19 Use language tools
14.20 Track changes in a document
14.21 Display document statistics

Unit 15 – Working with tables
General Outcome:
15.0 The student shall be able to insert, edit and format tables in a document.

Specific Measurable Learning Outcomes:
Upon successful completion of this unit, the student shall be able to:
15.1 Create a table
15.2 Insert and edit data in a table
15.3 Modify table structure
15.4 Format tables
15.5 Sort data in a table

Unit 16 – Working with text and numbers in a spreadsheet
General Outcome:
16.0 The student shall be able to modify worksheet data and structure and format data in a worksheet.

Specific Measurable Learning Outcomes:
Upon successful completion of this unit, the student shall be able to:
16.1 Identify how a table of data is organized in a spreadsheet
16.2 Select information with the keyboard and mouse including selecting rows, columns and worksheets
16.3 Insert and modify data
16.4 Modify table structure
16.5 Identify and change number formats, including currency, date and time and percentage formats
16.6 Apply borders and shading to cells
16.7 Specify cell alignment (e.g. wrapping text within a cell)
16.8 Apply table AutoFormats

Unit 17 – Using formulas, functions, and charts
General Outcome:
17.0 The student shall be able to sort data, manipulate data using formulas and functions, and add and modify charts in a worksheet.

Specific Measurable Learning Outcomes:
Upon successful completion of this unit, the student shall be able to:
17.1 Sort worksheet data
17.2 Demonstrate an understanding of absolute vs. relative cell addresses
17.3 Insert arithmetic formulas into worksheet cells
17.4 Demonstrate how to use common worksheet functions (e.g. SUM, AVERAGE and COUNT)
17.5 Insert formulas that include worksheet functions into cells
17.6 Modify formulas and functions
17.7 Use AutoSum
17.8 Identify common errors made when using formulas and functions
17.9 Draw simple conclusions based on tabular data in a worksheet
17.10 Insert and modify charts in a worksheet
17.11 Be able to identify if a presented chart accurately represents worksheet data shown in a table
17.12 Identify appropriate chart types for presenting different types of information

Unit 18 – Creating and delivering presentations
General Outcome:
18.0 The student shall be able to create and format simple presentations.

Specific Measurable Learning Outcomes:
Upon successful completion of this unit, the student shall be able to:
18.1 Identify effective design principles for simple presentations
18.2 Manage slides (e.g. delete a slide)
18.3 Add information to a slide
18.4 Change slide view
18.5 Change slide layout
18.6 Modify a slide background
18.7 Assign transitions to slides
18.8 Change the order of slides in a presentation
18.9 Create different output elements (speaker’s notes, handouts, etc)
18.10 Preview a slide show presentation
18.11 Navigate an on-screen slide show
Unit 19 – Network fundamentals
General Outcome:
19.0 The student shall be able to identify network fundamentals and the benefits and risks of network computing.
Specific Measurable Learning Outcomes:
Upon successful completion of this unit, the student shall be able to:
19.1 Identify terminology relating to telecommunications, networks, and the Internet
19.2 Identify types of networks
19.3 Identify how networks work
19.4 Identify the benefits of networked computing
19.5 Identify the risks of networked computing
19.6 Identify fundamental principles of security on a network

Unit 20 – Computer networks, telephone networks, and the internet
General Outcome:
20.0 The student shall be able to identify the relationship between computer networks, other communications networks (like the telephone network) and the Internet.
Specific Measurable Learning Outcomes:
Upon successful completion of this unit, the student shall be able to:
20.1 Identify the different ways the telephone system is used to transmit information
20.2 Identify that telecommunication devices such as modems convert information from analog to digital and digital to analog formats
20.3 Identify the units used to measure data transmission rates
20.4 Identify the Internet as a “super network” of smaller computer networks and that computers connect to the Internet via the “onramp” of a smaller computer network
20.5 Identify the hardware and software required to connect to the Internet
20.6 Identify different types of Internet connections and the advantages and disadvantages of each connection type
20.7 Identify the roles and responsibilities of an Internet Service Provider (IPS)

Unit 21 – Understanding e-mail
General Outcome:
21.0 The student shall be able to identify how electronic mail works.
Specific Measurable Learning Outcomes:
Upon successful completion of this unit, the student shall be able to:
21.1 Identify how electronic mail works on a network and on the Internet
21.2 Identify the components of an electronic mail message
21.3 Identify the components of an electronic mail address
21.4 Identify when to use different electronic mail options
21.5 Identify different ways electronic mail is accessed
21.6 Identify the difference between standard electronic mail and other forms of messaging, such as paging or Instant Messaging

Unit 22 – Using e-mail
General Outcome:
22.0 The student shall be able to identify how to use an electronic mail application.

**Specific Measurable Learning Outcomes:**
Upon successful completion of this unit, the student shall be able to:
22.1 Read and send electronic mail messages
22.2 Identify ways to supplement a mail message with additional information
22.3 Manage attachments
22.4 Manage mail
22.5 Manage addresses
22.6 Identify the purpose of frequently used mail-configuration options

**Unit 23 – “Netiquette”**
**General Outcome:**
23.0 The student shall be able to identify the appropriate use of e-mail and e-mail related “netiquette”

**Specific Measurable Learning Outcomes:**
Upon successful completion of this unit, the student shall be able to:
23.1 Identify the advantages of electronic mail
23.2 Identify common problems associated with electronic mail
23.3 Identify the elements of professional and effective e-mail messages
23.4 Identify when other forms of correspondence are more appropriate than e-mail
23.5 Identify when to include information from an original e-mail message in a response as a method of tracking the “history” of e-mail communication
23.6 Identify appropriate use of e-mail attachments and other supplementary information
23.7 Identify issues regarding unsolicited e-mail (“spam”) and how to minimize or control unsolicited mail
23.8 Identify effective procedures for ensuring the safe and effective use of electronic mail

**Unit 24 – Information sources on the internet**
**General Outcome:**
24.0 The student shall be able to identify different types of information sources on the Internet.

**Specific Measurable Learning Outcomes:**
Upon successful completion of this unit, the student shall be able to:
24.1 Identify terminology related to the Internet
24.2 Identify the purpose of a browser in accessing information on the World Wide Web
24.3 Identify different elements of a Web site
24.4 Identify different types of Web sites by their extensions, and the purposes of different types of sites
24.5 Identify the difference between secure and un-secure Web sites (such as password-protected sites or sites secure for online transactions) and how to tell if a Web site is secure
24.6 Identify different ways of communicating and corresponding via the Internet

**Unit 25 – Using a web browser**
**General Outcome:**
25.0 The student shall be able to use a Web browsing application.
Specific Measurable Learning Outcomes:
Upon successful completion of this unit, the student shall be able to:
25.1 Identify the make-up of a Web address/Uniform Resource Locator (URL)
25.2 Navigate the Web using a browser
25.3 Reload/Refresh the view of a Web page
25.4 Show a history of recently visited Web sites and delete the list of recently visited Web sites
25.5 Find specific information on a Web site
25.6 Manage Bookmarked sites / Favorite sites
25.7 Save the content of a Web site for offline browsing
25.8 Copy elements of a Web site including copying text or media to another application
25.9 Print all or specified parts of a Web site
25.10 Download a file from a Web site to a specified location
25.11 Identify settings that can be modified in a Web browser application
25.12 Identify problems associated with using a Web browser

Unit 26 – Searching the internet
General Outcome:
26.0 The student shall be able to effectively search the Internet for information.

Specific Measurable Learning Outcomes:
Upon successful completion of this unit, the student shall be able to:
26.1 Identify the ways a search engine classifies and looks for Web sites
26.2 Identify other ways of searching for information on the Web
26.3 Use a search engine to search for information based on specified keywords
26.4 Search effectively
26.5 Identify issues regarding the quality of information found on the Internet
26.6 Identify how to evaluate the quality of information found on the Web

Unit 27 – Computers at work, school, and home
General Outcome:
27.0 The student shall be able to identify how computers are used in different areas of work, school, and home.

Specific Measurable Learning Outcomes:
Upon successful completion of this unit, the student shall be able to:
27.1 Identify how computers and the Internet are used to collect, organize, and evaluate information and promote learning
27.2 Identify the technology and processes involved with computers operating “behind the scenes” in everyday activities
27.3 Identify the impact of electronic commerce (e-commerce) on business, individuals, and governments
27.4 Identify technologies that support or provide opportunities to the disabled and disadvantaged (such as voice recognition)

Unit 28 – The risks and hazards of using computer hardware and software
General Outcome:
28.0 The student shall be able to identify the risks of using computer hardware and software.
Specific Measurable Learning Outcomes:
Upon successful completion of this unit, the student shall be able to:
28.1 Identify how to maintain a safe working environment that complies with legal, health, and safety rules
28.2 Identify injuries that can result from the use of computers for long periods of time
28.3 Identify risks to personal and organizational data
28.4 Identify software threats, including viruses and WORMS

Unit 29 – Using computers and the internet safely, legally, ethically, and responsibly

General Outcome:
29.0 The student shall be able to identify how to use computers and the Internet safely, legally, ethically, and responsibly.

Specific Measurable Learning Outcomes:
Upon successful completion of this unit, the student shall be able to:
29.1 Identify reasons for restricting access to files, storage devices, computers, networks, and certain Internet sites
29.2 Identify concepts related to intellectual property laws including copyrights, trademarks, and plagiarism
29.3 Identify the principles regarding when information can or cannot be considered personal, including the difference between computer systems owned by schools or businesses that may have rules and guidelines as to who owns data stored on the system, and computers owned by individuals
29.4 Identify how to avoid hazards regarding electronic commerce, including giving credit card information only on secure sites
29.5 Identify how to protect privacy and personal security online, including understanding how Web sites track your activity online using “cookies” and other “behind-the-scenes” systems
29.6 Identify how to find information about rules regarding the use of computers and the Internet, including laws, use policies at school, and company guidelines at places of employment
29.7 Identify how to stay informed about changes and advancements in technology
29.8 Identify how to be a responsible user of computers and the Internet

EVALUATION

THEORETICAL QUIZZES (20%): At the end of each of the theoretical lessons, students will receive a quiz that will be graded over 20 points. These quizzes will be scheduled with one week in advance for the students to be prepared and may be worked as a group activity. If you are late for the quiz or if you miss a class, you receive a grade of zero.

PRACTICAL TESTS (80%): There will be three tests as follows:

Test 1: Includes Microsoft Word
Test 2: Includes Microsoft Excel
Test 3: Includes Microsoft Power Point

Each test is graded on the basis of 80 points. These tests will be given in class. There are NO makeups on these tests. Students who miss a test are assigned a grade of zero for that test.
Under very special circumstances when makeup tests are permitted it will be graded over 80% and it will not be the same given to the rest of the class.

OTHER MEANS OF EVALUATION

There are exercises at the end of each of the chapters, which you must satisfactorily complete as part of your course requirements. The main objective of these exercises is to provide you with "hand-on" conclusions for your experience. The exercises may be collected depending on the teacher’s criteria.

FINAL GRADE

Base on the addition of your four tests including:

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<td>90 - 100</td>
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<td>B</td>
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<td>D</td>
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<td>F</td>
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CLASS RULES AND REQUIREMENTS

1. NO cellphones are allowed in class.
2. NO food, drinks, or baseball caps are allowed in class.
3. If you miss a quiz, exam or paper due date you must bring a letter explaining the reason to the professor. The professor and the college director will sign the letter and it will be filed in your personal folder. A limit of three letters is allowed per year without further penalty.
4. Students who are absent more than two unexcused times per semester will receive a letter dropping for the course.
5. Students who are absent more than three unexcused times per semester will receive an F for the course.
6. If a student is absent more than two classes consecutively they must present a letter explaining why and that letter will be filed in the student’s folder.
7. Students who make-up quizzes, exams, mid-term or final exams will be allowed to take the exam over 80%.
8. Individual instructors will decide when make-up exams will be taken.
9. Students who cheat or plagiarize at any time will be subject to severe penalties up to, and excluding expulsion from the school. Dishonesty is not permitted; get used to it.
10. Read the sections of the textbook corresponding to the material covered in class, preferably before the class.
11. Do all the homework problems assigned.
12. Ask questions if you experience difficulty.
13. Seek assistance if you need extra help.
14. Consider forming study groups with your classmates.
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<th>DATE</th>
<th>TOPIC</th>
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<tr>
<td>6/30/2015</td>
<td>Rules and policies for class. Theory Lesson 1</td>
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<td><strong>Third Test Theory Lessons 29 - 31; Lab: Power Point</strong></td>
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