

| Date | Topic | Assignment | Point Value |
|-----------------|--|------------|-----------------|
| M 8/24 | Course overview and computer terms | OS1 | 10 pts. |
| W 8/26 | File Management | OS2 & OS3 | 10 pts. each |
| M 8/31 | Internet search strategies | OS4 & OS5 | 10 pts. each |
| W 9/2 | Web resources | OS6 & OS7 | 10 pts. each |
| M 9/7 | Labor Day (no class) | | |
| W 9/9 | Word Processing | WP1 & WP2 | 10 pts. each |
| M 9/14 | Word Processing | WP3 | 20 pts. |
| W 9/16 | Word Processing | WP4 & WP5 | 10 pts. each |
| M 9/21 | Exam One | | 100 pts. |
| W 9/23 | Excel | SS1a/b | 25 pts. |
| M 9/28 | Excel | SS2 | 25 pts. |
| W 9/30 | Excel | SS3a/b | 25 pts. |
| M 10/5 | Excel | SS4 | 25 pts. |
| W 10/7 | Exam Two | | 100 pts. |
| M 10/12 | Excel | SS5 | 25 pts. |
| W 10/14 | Excel | SS6a/b | 25 pts. |
| M 10/19 | Excel | SS7 | 25 pts. |
| W 10/21 | Excel | SS8a/b | 25 pts. |
| M 10/26 | Excel | SS9 | 25 pts. |
| W 10/28 | Exam Three | | 100 pts. |
| M 11/2 | PowerPoint | PG1 | 10 pts. |
| W 11/4 | PowerPoint | PG2a/b | 15 pts. each |
| M 11/9 | Access | AC1 | 15 pts. |
| W 11/11 | Access | AC2 | 15 pts. |
| M 11/16 | Access | AC3 | 15 pts. |
| W 11/18 | Exam Four | | 100 pts. |
| M 11/23 | <i>Extra day: We will not meet if no other schedule changes occur.</i> | | |
| W 11/25 | Fall Break: no class | | |
| M 11/30 | AutoSketch | CAD1 | 10 pts. |
| W 12/2 | Comprehensive Project Work Day Must attend to receive help outside of class. | COMP | |
| M 12/7 | Comprehensive Project Work Day Must attend to receive help outside of class. | COMP | |
| W 12/9 | Dead Day-- No class | | |
| TR 12/10 | Comprehensive Project -- Due by 5:00 p.m. | | 150 pts. |

**Instructor reserves the right to change the schedule and syllabus at any time.
Changes will be announced in class and may not be communicated in writing.**