

Date	Topic	Assignment	Point Value
T 8/25	Course overview and computer terms	OS1	10 pts.
R 8/27	File Management	OS2 & OS3	10 pts. each
T 9/1	Internet search strategies	OS4 & OS5	10 pts. each
R 9/3	Web resources	OS6 & OS7	10 pts. each
T 9/8	<i>No class</i>		
R 9/10	Word Processing	WP1 & WP2	10 pts. each
T 9/15	Word Processing	WP3	20 pts.
R 9/17	Word Processing	WP4 & WP5	10 pts. each
T 9/22	Exam One		100 pts.
R 9/24	Excel	SS1a/b	25 pts.
T 9/29	Excel	SS2	25 pts.
R 10/1	Excel	SS3a/b	25 pts.
T 10/6	Excel	SS4	25 pts.
R 10/8	Exam Two		100 pts.
T 10/13	Excel	SS5	25 pts.
R 10/15	Excel	SS6a/b	25 pts.
T 10/20	Excel	SS7	25 pts.
R 10/22	Excel	SS8a/b	25 pts.
T 10/27	Excel	SS9	25 pts.
R 10/29	Exam Three		100 pts.
T 11/3	PowerPoint	PG1	10 pts.
R 11/5	PowerPoint	PG2a/b	15 pts. each
T 11/10	Access	AC1	15 pts.
R 11/12	Access	AC2	15 pts.
T 11/17	Access	AC3	15 pts.
R 11/19	Exam Four		100 pts.
T 11/24	<i>Extra day: We will not meet if no other schedule changes occur.</i>		
R 11/26	Fall Break: no class		
T 12/1	AutoSketch	CAD 1	10 pts.
R 12/3	Comprehensive Project Work Day Must attend to receive help outside of class.	COMP	
T 12/8	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 posted on the Web site only.