

**CSA\* K105 COURSE SCHEDULE AND ASSIGNMENTS Fall 2006**

<b>Week</b>	<b>Date</b>	<b>Chapter</b>
<b>1</b>	<b>9/1</b>	<b>Logging on Download exercise files Windows XP (red)</b>
<b>2</b>	<b>9/8</b>	<b>Word - Chapters 1 &amp; 2</b>
<b>3</b>	<b>9/15</b>	<b>Word - Chapter 3</b>
<b>4</b>	<b>9/22</b>	<b>Word - Chapter 4 <i>Word exam handed out – due next class.</i></b>
<b>5</b>	<b>9/29</b>	<b>Excel - Chapter 1</b>
<b>6</b>	<b>10/6</b>	<b>Excel - Chapter 2</b>
<b>7</b>	<b>10/13</b>	<b>Excel - Chapter 3</b>
<b>8</b>	<b>10/20</b>	<b>Excel - Chapter 4 <i>Excel exam handed out – due next class.</i></b>
<b>9</b>	<b>10/27</b>	<b>Access - Chapter 1</b>
<b>10</b>	<b>11/3</b>	<b>Access – Chapter 2</b>
<b>11</b>	<b>11/10</b>	<b>Access – Chapter 3</b>
<b>12</b>	<b>11/17</b>	<b>Access – Chapter 4 <i>Access exam handed out – due 12/1</i></b>
<b>Thanksgiving Recess – No Classes</b>		
<b>13</b>	<b>12/1</b>	<b>PowerPoint – Chapter 1</b>
<b>14</b>	<b>12/11</b>	<b>PowerPoint – Chapter 2 <i>The final exam will be handed out and is due 12/15.</i></b>
<b>15</b>	<b>12/15</b>	<b><i>Last day of class. Final exam due. You can also use this class to complete and hand in any unfinished work. If you are done with all assignments you may opt out of class.</i></b>