

**CSA\* K105 COURSE SCHEDULE****Fall 2007****Lab exercises will be assigned on a weekly basis**

<b>Week</b>	<b>Date</b>	<b>Assignments</b>
<b>1</b>	<b>8/31</b>	<b>Logging on Download exercise files Windows XP, Word – Chapter 1 (time permitting)</b>
<b>2</b>	<b>9/7</b>	<b>Word – Chapter 1 (continued), Chapter 2</b>
<b>3</b>	<b>9/14</b>	<b>Word - Chapter 3</b>
<b>4</b>	<b>9/21</b>	<b>Word - Chapter 4 <i>Word exam handed out – due next class (9/28).</i></b>
<b>5</b>	<b>9/28</b>	<b>Excel – Chapter 1</b>
<b>6</b>	<b>10/5</b>	<b>Excel - Chapter 2</b>
<b>7</b>	<b>10/12</b>	<b>Excel - Chapter 3</b>
<b>8</b>	<b>10/19</b>	<b>Excel - Chapter 4 <i>Excel exam handed out – due next class (10/26).</i></b>
<b>9</b>	<b>10/26</b>	<b>Access – Chapter 1</b>
<b>10</b>	<b>11/2</b>	<b>Access – Chapter 2</b>
<b>11</b>	<b>11/9</b>	<b>Access – Chapter 3</b>
<b>12</b>	<b>11/16</b>	<b>PowerPoint – Chapter 1</b>
<b>11/23 - No Class, Thanksgiving Recess</b>		
<b>13</b>	<b>11/30</b>	<b>PowerPoint – Chapter 2</b>
<b>14</b>	<b>12/7</b>	<b>PowerPoint – Chapter 3 <i>The final exam will be handed out and is due 12/14.</i></b>
<b>15</b>	<b>12/14</b>	<b><i>Last day of class. Final exam due. You can also use this class to complete and hand in any unfinished work.</i></b>