

CSA* K105 COURSE SCHEDULE AND ASSIGNMENTS Fall 2008
Kim O'Connor

Week	Date	Assignments
1	9/5	Logging on Copying exercise files Office Fundamentals, Windows XP
2	9/12	Word - Chapters 1
3	9/19	Word - Chapter 2
4	9/26	Word - Chapter 3, parts of 4 <i>Word exam handed out – due next class (10/3).</i>
5	10/3	Excel – Chapter 1
6	10/10	Excel - Chapter 2
7	10/17	Excel - Chapter 3
8	10/24	Excel - Chapter 4 <i>Excel exam handed out – due next class (10/31).</i>
9	10/31	Access – Chapter 1
10	11/7	Access – Chapter 2
11	11/14	Access – Chapter 3 <i>Access exam handed out – due next class (11/21)</i>
12	11/21	PowerPoint – Chapter 1
11/28 - No Class, Thanksgiving Recess		
13	12/5	PowerPoint – Chapter 2
14	12/12	PowerPoint – Chapter 3 <i>The final exam will be handed out and is due 12/19. You can work on the exam and any unfinished work that you may owe.</i>
16	12/19	<i>Last day of class. Final exam due.</i>