

CSA* K205 COURSE SYLLABUS Fall 2008

Instructor: Gina M. Laudone

Week	Date	Chapter/Reading
1	9/5	Logging on Download exercise files Overview of Changes from Office 2003 to 2007 Working with Templates and Themes– Chapter 5
2	9/12	Word – Mail Merge – Chapter 5 & Newsletter in Chapter 6
3	9/19	Word – Finish Chapter 6 & Chapter 7
4	9/26	Word Multiple Choice Exam In Class Word Take Home Exam Handed Out – Due Next Class Excel Chapter 5
5	10/3	Excel – Chapter 6
6	10/10	Excel – Chapter 7
7	10/17	Excel – Chapter 9
8	10/24	Excel Multiple Choice Exam in Class Excel Take Home exam handed out – due next class Access Chapter 6
9	10/31	Access – Chapter 7
10	11/7	Access – Chapter 8
11	11/14	Access – Parts of Chapter 9 & 10
12	11/21	Access Multiple Choice Exam In Class Access Take Home Exam Handed Out – Due Next Class PowerPoint Chapter 6
Thanksgiving Recess 11/28 – No Classes		
13	12/5	PowerPoint – Chapter 7
14	12/12	PowerPoint – Chapter 8 – Course Review <i>The final exam will be handed out and is due 12/19</i>
15	12/19	<i>Last day of class. Final exam due.</i>

Please try to read the sections prior to us covering them – there may be some chapters where we do not cover all the material – I will let you know this ahead of time. Reading the material prior to class will help us to move through the topics in a timely manner and will aid you in understanding during class time. If you are absent on the day a take home Exam is handed out it is your responsibility to get the exam and still hand it in the next class!!