

# Intro Software Applications

## Course Syllabus Spring 2009

| <b>Class</b> | <b>Date</b> | <b>Lecture</b>                                   | <b>Homework Due</b> |
|--------------|-------------|--------------------------------------------------|---------------------|
| 1            | 1/21 Wed.   | Windows XP<br>(pg.1077)                          |                     |
| 2            | 1/26 Mon.   | Windows XP                                       |                     |
| 3            | 1/28 Wed.   | Office Fundamentals<br>(pg. 1)                   |                     |
| 4            | 2/2 Mon.    | Office Fundamentals                              |                     |
| 5            | 2/4 Wed.    | Word Ch. 1<br>(pg. 69)                           |                     |
| 6            | 2/9 Mon.    | Word Ch. 1                                       | Word Ch. 1          |
| 7            | 2/11 Wed.   | Word Ch. 2                                       | Word Ch. 2          |
| No Class     | 2/16 Mon.   |                                                  |                     |
| 8            | 2/18 Wed.   | Word Ch. 3                                       |                     |
| 9            | 2/23 Mon.   | Word (footnotes, bibliography,<br>add'tl topics) |                     |
| 10           | 2/25 Wed.   | Word (footnotes, bibliography,<br>add'tl topics) |                     |
| 11           | 3/2 Mon.    | Word Quiz                                        | Word Ch. 3          |
| 12           | 3/4 Wed.    | PowerPoint Ch. 1<br>(pg. 793)                    |                     |
| 13           | 3/9 Mon.    | PowerPoint Ch. 1                                 |                     |
| 14           | 3/11 Wed.   | PowerPoint (key points from<br>ch. 2,3, and 4)   |                     |
| No class     | 3/16 Mon.   |                                                  |                     |
| No class     | 3/18 Wed.   |                                                  |                     |
| 15           | 3/23 Mon.   | PowerPoint                                       |                     |
| 16           | 3/25 Wed.   | PowerPoint Quiz                                  | PowerPoint          |
| 17           | 3/30 Mon.   | Excel Ch. 1<br>(pg. 311)                         |                     |
| 18           | 4/1 Wed.    | Excel Ch. 1                                      | Excel Ch. 1         |
| 19           | 4/6 Mon.    | Excel Ch. 2                                      |                     |
| 20           | 4/8 Wed.    | Excel Ch. 2                                      |                     |
| 21           | 4/13 Mon.   | Excel Ch. 2                                      | Excel Ch. 2         |

|    |           |                          |              |
|----|-----------|--------------------------|--------------|
| 22 | 4/15 Wed. | Excel Ch. 3              |              |
| 23 | 4/20 Mon. | Excel Ch. 3              |              |
| 24 | 4/22 Wed. | Excel Quiz               | Excel Ch. 3  |
| 25 | 4/27 Mon. | Access Ch. 1<br>(pg 545) |              |
| 26 | 4/29 Wed. | Access Ch. 1             | Access Ch. 1 |
| 27 | 5/4 Mon.  | Access Ch. 2             |              |
| 28 | 5/6 Wed.  | Access Ch. 2             |              |
| 29 | 5/11 Mon. | Access Ch. 2             |              |
| 30 | 5/13 Wed. | Access Quiz              | Access Ch. 2 |
| 31 | 5/18 Mon. | Possible Make-up Day     |              |