

CSA* K105 COURSE SCHEDULE AND ASSIGNMENTS Fall 2009
Kim O'Connor

Week	Date	Assignments
1	8/28	Logging on Copying exercise files Office Fundamentals, Windows XP
2	9/4	Word - Chapter 1
3	9/11	Word - Chapter 2
4	9/18	Word - Chapter 3
5	9/25	Word – Chapter 4 <i>Word exam handed out – due next class (10/2)</i>
6	10/9	PowerPoint – Chapter 1
7	10/16	PowerPoint – Chapter 2
8	10/23	PowerPoint Chapter 3 – <i>PowerPoint Exam handed out, due 10/30</i>
9	10/30	Excel – Chapter 1
10	11/6	Excel - Chapter 2
11	11/13	Excel - Chapter 3
12	11/20	Excel - Chapter 4 <i>Excel exam handed out – due next class (12/4)</i>
11/27 - No Class, Thanksgiving Recess		
13	12/4	Access – Chapter 1
14	12/11	Access – Chapter 2 and 3
16	12/18	<i>Final exam. Any unfinished work is due.</i>