

CSA* K205 COURSE SYLLABUS Spring 2010

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Week	Date	Chapter/Reading
1	01/27	Logging on Download exercise files Review of Intro Concepts and Material Working with Templates and Themes– Chapter 5
2	02/03	Word – Mail Merge – Chapter 5 & Newsletter in Chapter 6
3	02/10	Word – Finish Chapter 6 & Chapter 7
4	02/17	Word Multiple Choice Exam In Class Word Take Home Exam Handed Out – Due Next Class Excel Chapter 5
5	02/24	Excel – Chapter 6
6	03/03	Excel – Chapter 7
	03/10	Spring Recess Excel – Chapter 9
7	03/17	Excel – Portions of Chapters 8-10
8	03/24	Excel Multiple Choice Exam in Class Excel Take Home exam handed out – due next class Access Chapter 6
9	03/31	Access – Chapter 7
10	04/07	Access – Chapter 8
11	04/14	Access – Parts of Chapter 9 & 10
12	04/21	Access Multiple Choice Exam In Class Access Take Home Exam Handed Out – Due Next Class PowerPoint Chapter 5
13	04/28	PowerPoint – Chapter 6
14	05/05	Course Review <i>The final exam will be handed out and is due 05/12</i>
15	05/12	<i>Last day of class. Final exam due.</i>
16	05/19	MAKEUP DAY

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!!