

Intro Software Applications

Course Syllabus Spring 2010

Class	Date	Lecture	Homework Due
1	1/25 Mon.	Windows XP (pg.1077)	
2	1/27 Wed.	Windows XP	
3	2/1 Mon.	Office Fundamentals (pg. 1)	
4	2/3 Wed.	Office Fundamentals	
5	2/8 Mon.	Word Ch. 1 (pg. 69)	
6	2/10 Wed.	Word Ch. 1	Word Ch. 1
No Class	2/15 Mon.		
7	2/17 Wed.	Word Ch. 2	
8	2/22 Mon.	Word Ch. 3	Word Ch. 2
9	2/24 Wed.	Word (footnotes, bibliography, add'tl topics)	
10	3/1 Mon	Word (footnotes, bibliography, add'tl topics)	
11	3/3 Wed.	Word Quiz	Word Ch. 3
No class	3/8 Mon.		
No class	3/10 Wed.		
12	3/15 Mon.	PowerPoint Ch. 1 (pg. 793)	
13	3/17 Wed.	PowerPoint Ch. 1	
14	3/22 Mon.	PowerPoint (key points from ch. 2,3, and 4)	
15	3/24 Wed.	PowerPoint	
16	3/29 Mon	PowerPoint Quiz	PowerPoint
17	3/31 Wed.	Excel Ch. 1 (pg. 311)	
18	4/5 Mon.	Excel Ch. 1	Excel Ch. 1
19	4/7 Wed.	Excel Ch. 2	
20	4/12 Mon.	Excel Ch. 2	
21	4/14 Wed.	Excel Ch. 2	Excel Ch. 2

22	4/19 Mon.	Excel Ch. 3	
23	4/21 Wed.	Excel Ch. 3	
24	4/26 Mon.	Excel Quiz	Excel Ch. 3
25	4/28 Wed.	Access Ch. 1 (pg 545)	
26	5/3 Mon.	Access Ch. 1	Access Ch. 1
27	5/5 Wed.	Access Ch. 2	
28	5/10 Mon.	Access Ch. 2	
29	5/12 Wed.	Access Ch. 2	
30	5/17 Mon.	Access Quiz	Access Ch. 2