

CS 104 - Software Applications Fall 2008

Note: this is a tentative schedule and may be subject to change

Week	Day	Date	Topic
1	F	29-Aug	Introduction to Course
2	M	1-Sep	Essential Computer Concepts
2	W	3-Sep	Essential Computer Concepts
2	F	5-Sep	Exploring the Basics of Microsoft Windows XP
3	M	8-Sep	Managing Your Files
3	W	10-Sep	Browser and E-mail Basics
3	F	12-Sep	Getting Started with Microsoft Office 2007
4	M	15-Sep	Word: Creating a Document
4	W	17-Sep	Symposium
4	F	19-Sep	Exam 1 (up to, but not including Word)
5	M	22-Sep	Word: Editing & Formatting
5	W	24-Sep	Word: Multi Page Reports
5	F	26-Sep	
6	M	29-Sep	Word: Mail Merge
6	W	1-Oct	Excel 1: Getting Started
6	F	3-Oct	
7	M	6-Oct	Excel 1: Formatting
7	W	8-Oct	Excel 1: Charts & Graphics
7	F	10-Oct	
8	M	13-Oct	Excel 1: Formulas & Functions
8	W	15-Oct	Excel 2: Tables, PivotTables, and PivotCharts
8	F	17-Oct	
9	M	20-Oct	Midsemester Recess
9	W	22-Oct	
9	F	24-Oct	Exam 2 (Word & Excel Part 1)
10	M	27-Oct	Excel 2: Multiple Worksheets and Workbooks
10	W	29-Oct	Excel 2: Advanced Functions, Conditional Formatting, & Filtering
10	F	31-Oct	
11	M	3-Nov	Excel 2: Developing an Excel Application
11	W	5-Nov	Access: Creating a Database
11	F	7-Nov	
12	M	10-Nov	Access: Building a Database
12	W	12-Nov	Access: Maintaining & Querying
12	F	14-Nov	
13	M	17-Nov	Access: Forms & Reports
13	W	19-Nov	Integrating Word, Excel & Access
13	F	21-Nov	
14	M	24-Nov	Exam 3 (Excel Part 2 & Access)
14	W	26-Nov	Thanksgiving Recess
14	F	28-Nov	Thanksgiving Recess
15	M	1-Dec	Web Pages
15	W	3-Dec	Powerpoint: Intro + Instructor Supplemental
15	F	5-Dec	
16	M	8-Dec	Powerpoint: Modifying Text & Graphics
16	W	10-Dec	Integrating Word, Excel, Access, and Powerpoint
16	F	12-Dec	
17	M	15-Dec	Final Project Due by 11am
17	W	16-Dec	Finals
17	F	17-Dec	Finals