

CIS 115: Microcomputer Applications

Tentative Course Schedule

Fall 2009

Week 1 August 24

Intro to Course
Getting Started
Using Windows XP

Week 2 August 31

Browsing and Searching
Intro to SNAP
Intro to Word Processing, MS-Word
Preparing Documents
Formatting Characters

Labor Day - September 7

Week 3 September 9

Customizing Paragraphs
Formatting Pages
Week #3 Review

Week 4 September 14

Applying Formatting
Maintaining Documents
Creating Tables
Advanced Word Processing Features

Week 5 September 21

Production Test: MS-Word & Windows XP
Written Test: Computer Concepts & Word Processing

Week 6 September 28

Intro to Spreadsheets: MS- Excel
Preparing an Excel Workbook

Week 7 October 5

Inserting Formulas

Week 8 October 12

Formatting a Worksheet
Enhancing a Worksheet

Week 9 October 19

Moving Data Between Workbooks
Maintaining Workbooks
Creating a Chart
Adding Visual Interest
Integration Lab Projects

Week 10 October 26

Written Test: Spreadsheets
Production Test: Excel

Intro to Databases: MS-Access
Creating Database Tables

Week 11 November 2

Creating Relationships between Tables
Managing Tables

Week 12 November 9

Performing Queries

Last Date to drop with a "W" - November 14

Week 13 November 16

Creating Forms
Creating Reports

Week 14 November 23

Modifying, Filtering and viewing Data
Importing and Exporting Data

Thanksgiving Holiday November 25-27

Week 15 November 30

Written Test: Databases
Production Test: Access

Week 16 December 7

Intro to PowerPoint
ALL Assignments DUE Mon. Dec 7
Review for Final Exam

Final Exams Begin December 14

NOTE: The final exam is scheduled at a different time than the regular class time.