

## CS 501 Timeline

Week	Technology in Action	Go! Office 2010
1	Chapter 1—Why Computers Matter to You: Becoming Computer Fluent	Lab: “How to Master” Tutorial in Computer Lab. Get answer sheet from instructor
2	Chapter 2—Looking at Computers: Understanding the Parts P. 46-51 Chapter 5—Desktop and Windows Features P. 224-232	Lab: Tutorial in Computer Lab “Exploring Windows 7 Audio PowerPoints” tinyurl.com/windowsbasics.
3	Chapter 2—P. 51-83 Chapter 5—Using Systems Software: Operating System. Rest of the chapter	<b>myITLab</b> , Windows Folder. <a href="http://www.top-windows-tutorials.com">www.top-windows-tutorials.com</a> ., PC Basics #6 and Win 7 Basics #4, 5 6. Windows 7 Practice Project
4	Finish Chapter 5 Introduction to Office and Word	<b>myITLab</b> : Common Features Word Chapter 1 Project 1B
5	Lecture material on Word	Word Chapter 2: Tables and Templates Project 2A, 2B
6	Lecture material on Word Chapter 4—Application Software: Programs that Let You Work and Play	Word Chapter 7: Research papers, newsletters. Project 3A, 3B. Project 1A. Additional Word Assignment.
7	<b>EXAM on Tech In Action Chap 1, 2, 5 (Hardware, Windows) and Word</b>	<b>Word Assignments Due.</b>
8	Introduction to Excel. Creating a worksheet, formatting, printing	Excel Chapter 1--Creating a Worksheet and Charting Data. Project 1A, 1B
9	Excel formulas, functions, copying	Excel Chapter 2—Project 2A, 2B
10	Excel material as needed. Chapter 3 Internet. P. 92-110	Excel Chapter 3 Analyzing Data with Charts. Projects 3A, 3B
11	Chapter 3: Using the Internet: Web Browsers, rest of chapter	Additional Excel Assignments—Quarterly Budget and Payroll
12	<b>Exam on Tech in Action Chap 3 and 4, and Excel</b> Chapter 7: Networking	<b>Excel Assignments Due</b>
13	Chapter 7 Networking (contd) Introduction to PowerPoint	PowerPoint Chapter 1: Getting Started Project 1A, 1B
14	Tech in Focus: Ethics P. 138-159 Chapter 9 Securing Your system	Chapter 2A, 3A
15	Chapter 8: Mobile Computing:	<b>Power Point Assignments Due—to be shown in lab</b>
16	<b>Final Exam</b>	