

Beginning Microsoft Office Course Schedule

* Tuesday/Thursday*

Date	Day	Content
January 17	T	<i>Introduction to course and classmates</i> <ul style="list-style-type: none"> ▪ Review of Syllabus ▪ Log-in to MSTC computers ▪ MSTC Electronic Resources ▪ Begin exploring Computer Basics
January 19	R	<i>Introduction to How Email Works</i> <ul style="list-style-type: none"> ▪ Begin exploring MSTC email and MS Outlook
January 24	T	<i>Effectively Managing Files & Folders Student Essential Computer Concepts – in class assignment</i>
January 26	R	<i>Introduction to Web Browser Basics</i> Internet Scavenger Hunt <i>Due Tuesday, January 31 at class-time</i>
January 31	T	No Class
February 2	R	<i>Basics of Microsoft Office 2010</i> <i>Introduction to Word 2010</i> <i>Word Tutorial 1</i>
		<i>LAB Work Time Tutorial 1</i> <ul style="list-style-type: none"> √ <i>SAMS Word Case 1: Pennywell Family Practice Clinic</i> √ <i>SAMS Word Case 1b: Main Grains Food Cooperative</i> √ <i>Additional Exercise: Letter</i> <i>Due Tuesday, February 7 at class-time</i>
February 7	T	<i>Word Tutorial 2</i>
February 9	R	<i>Word Tutorial 2</i> <i>LAB Work Time Tutorial 2</i> <ul style="list-style-type: none"> √ <i>SAMS Word Case 1: Peachtree School of Arts</i> √ <i>SAMS Word Case 1b: WonderWheels Car Rental</i> <i>Due Tuesday, February 14 at class-time</i>
February 14	T	<i>Word Tutorial 3</i>
February 16	R	<i>Review for Exams</i> <i>LAB Work Time Tutorial 3</i> <ul style="list-style-type: none"> √ <i>SAMS Word Case 1: Noblewood Textiles</i> √ <i>SAMS Word Case 1b: Healthy Pets Clinic</i> <i>Due Tuesday, February 21 at class-time</i>
February 21	T	<i>Written & Hands-on Word Exam</i>

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February 23	R	<i>PowerPoint Tutorial 1</i>
February 28	T	<i>LAB Work Time Tutorial 1</i> √ <i>SAMS PowerPoint Case 1: Yosemite Regional Hospital</i> √ <i>SAMS PowerPoint Case 1b: World at Your Fingertips Travel Agents</i> <i>Due Thursday, March 1 at class-time</i>
March 1	R	<i>Advanced PowerPoint Topics</i> √ <i>SAMS PowerPoint Case 2: Woodstock Walls</i> <i>Due Monday, March 6 at class-time</i> <i>LAB Work Time for PowerPoint Presentations</i>
March 6	T	<i>Student PowerPoint Presentations</i>
March 8	R	<i>Student PowerPoint Presentations</i>
March 13	T	<i>Student PowerPoint Presentations</i>
March 15	R	<i>Excel - Arithmetic Basics & Order of Operations</i> <i>Excel Tutorial 1</i>
March 20 & 22	<i>Spring Break</i>	
March 27	T	<i>LAB Work Time Tutorial 1</i> √ <i>SAMS Excel Case 1: Altac Bicycles</i> √ <i>SAMS Excel Case 1b: Fabulous Fakes Florist,</i> <i>Due Thursday, March 29 at class-time</i>
March 29	R	<i>Excel Tutorial 2</i>
April 3	T	<i>LAB Work Time Tutorial 2</i> √ <i>SAMS Excel Case 1: FrostiWear</i> √ <i>SAMS Excel Case 1b: Training Solutions Learning Centers</i> <i>Due Thursday, April 5 at class-time</i>
April 5	R	<i>Excel Tutorial 3</i>
April 10	T	<i>Review for Exam</i> √ <i>SAMS Excel Case 1: Chemistry 303</i> √ <i>SAMS Excel Case 1b: Advanced Calculus</i> <i>Due Thursday, April 12 at class-time</i>
April 12	R	<i>Hands-on Excel Exam</i>

Date	Day	Content
April 17	T	<i>Database Lingo & Functions Access Tutorial 1</i>
April 19	R	<i>LAB Work Time Tutorial 1</i> <ul style="list-style-type: none"> √ Touch of Grass √ Office Inventory <i>Due Thursday, April 26 at class-time</i>
April 24	T	<i>Advising Day – No Classes</i>
April 26	R	<i>Access Tutorial 2</i>
May 1	T	<i>LAB Work Time Tutorial 2</i> <ul style="list-style-type: none"> ○ Review Project <i>Due Thursday, May 3 at class-time</i>
May 3	R	<i>Access Tutorial 3</i>
May 8	T	<i>LAB Work Time Tutorial 3</i> <ul style="list-style-type: none"> √ Touch of Grass Query √ Office Inventory Query <i>Due Thursday, May 10 at class-time</i>
May 10	R	<i>Review Project Part II Due Thursday, May 17 at class-time</i>
May 15	T	
May 17	R	