



Beginning Microsoft Office Course Schedule

* Please label your homework with your last name and the assignment name. *

Date	Day	Content
January 12	T	<i>Introduction to course and classmates</i> <ul style="list-style-type: none"> ▪ Review of Syllabus & Schedule ▪ Intro to textbook ▪ Log-in to MSTC computers ▪ Complete Computer Skills Assessment ▪ MSTC Electronic Resources ▪ Begin exploring Computer Basics
13	W	<i>Introduction to course and classmates (continued)</i>
14	R	<i>Introduction to How Email Works</i> <ul style="list-style-type: none"> ▪ Begin exploring MSTC email and MS Outlook
18	M	<i>Introduction to Web Browser Basics</i> <ul style="list-style-type: none"> ▪ Internet Scavenger Hunt
19	T	<i>LAB Work Time</i> ✓ Case Problem 1 – Greeting Card Photo. p. BEB 27 ✓ Case Problem 2 – Community Service. pp. BEB 28-29
20	W	<i>LAB Work Time continued</i> ✓ Case Problem 1 – Greeting Card Photo. p. BEB 27 ✓ Case Problem 2 – Community Service. pp. BEB 28-29 NOTE: Case Problems are due at the end of class
21	R	<i>Essential Computer Concepts</i>
25	M	<i>Essential Computer Concepts – in class assignment</i>
26	T	<i>Effectively Managing Files & Folders</i>
27	W	<i>File Management Scavenger Hunt</i>
28	R	<i>Windows XP (VISTA) – in class assignment</i>
February 1	M	<i>LAB Work Time</i> ✓ Case Problem 1 – First Call Electronics p. VISTA 35 NOTE: Case Problem is due at the end of class
2	T	<i>Basics of Microsoft Office 2007</i> <i>Introduction to CaseGrader</i>
3	W	<i>Computer Savvy Assignment - see handout</i> <i>MSTC Library presentation</i>

Date	Day	Content
4	R	LAB Work Time Computer Savvy Assignment
8	M	Computer Savvy Presentations
9	T	Computer Savvy Presentations
10	W	Word Tutorial 1
11	R	LAB Work Time Tutorial 1 ✓ CaseGrader Word Case 1: Workshop Descriptions ✓ CaseGrader Word Case 2: DTS Candidates FAQ
15	M	LAB Work Time Tutorial 1 continued ✓ CaseGrader Word Case 1: Workshop Descriptions ✓ CaseGrader Word Case 2: DTS Candidates FAQ NOTE: Case Problems are due at the end of class
16	T	Word Tutorial 2
17	W	LAB Work Time Tutorial 2 ✓ CaseGrader Word Case 2b: EventPro FAQ ✓ CaseGrader Word Case 3: Fine Fare Brochure
18	R	Instructor Out of Office LAB Work Time Tutorial 2 continued ✓ CaseGrader Word Case 2b: EventPro FAQ ✓ CaseGrader Word Case 3: Fine Fare Brochure NOTE: Case Problems are due at the end of class
22	M	Word Tutorial 3
23	T	LAB Work Time Tutorial 3 ✓ CaseGrader Word Case 4: Camp Handbook ✓ CaseGrader Word Case 5: Grand Mesa Resort
24	W	LAB Work Time Tutorial 3 continued ✓ CaseGrader Word Case 4: Camp Handbook ✓ CaseGrader Word Case 5: Grand Mesa Resort NOTE: Case Problems are due at the end of class
25	R	Review for Exams
March 1	M	Written Word Exam
2	T	Practical Word Exam
3	W	Excel - Arithmetic Basics & Order of Operations

Date	Day	Content
4	R	<i>Excel Tutorial 1</i>
8	M	<i>LAB Work Time Tutorial 1</i> ✓ CaseGrader Excel Case 1: Elder@tech Travel ✓ CaseGrader Excel Case 1b: Dixon Healthcare
9	T	<i>LAB Work Time Tutorial 1 continued</i> ✓ CaseGrader Excel Case 1: Elder@tech Travel ✓ CaseGrader Excel Case 1b: Dixon Healthcare NOTE: Case Problems are due at the end of class
10	W	<i>Excel Tutorial 3</i>
11	R	<i>LAB Work Time Tutorial 3</i> ✓ CaseGrader Excel Case 4: Produce Comparison ✓ CaseGrader Excel Case 4b: Nursery Stock Comparison
March 15-18	M-R	 Spring Break
22	M	<i>LAB Work Time Tutorial 3 continued</i> ✓ CaseGrader Excel Case 4: Produce Comparison ✓ CaseGrader Excel Case 4b: Nursery Stock Comparison NOTE: Case Problems are due at the end of class
23	T	<i>Excel Tutorial 2</i>
24	W	<i>LAB Work Time Tutorial 2</i> ✓ CaseGrader Excel Case 2b: Fundamental Sales ✓ CaseGrader Excel Case 3: Statistics Tracking
25	R	<i>LAB Work Time Tutorial 2 continued</i> ✓ CaseGrader Excel Case 2b: Fundamental Sales ✓ CaseGrader Excel Case 3: Statistics Tracking NOTE: Case Problems are due at the end of class
29	M	<i>Review for Exams</i>
30	T	<i>Written Excel Exam</i>
31	W	<i>Practical Excel Exam</i>
April 1	R	<i>Database Lingo & Functions</i>
5	M	<i>Access Tutorial 1</i>
6	T	<i>LAB Work Time Tutorial 1</i> ✓ Case Problem 1 – Pine Hill School pp. AC 38-39

Date	Day	Content
		√ Case Problem 3 – Rossi Recycling pp. AC 40-41
7	W	<i>LAB Work Time Tutorial 1 continued</i> √ Case Problem 1 – Pine Hill School pp. AC 38-39 √ Case Problem 3 – Rossi Recycling pp. AC 40-41 <i>NOTE: Case Problems are due at the end of class</i>
8	R	<i>Access Tutorial 2</i>
12	M	<i>LAB Work Time Tutorial 2</i> √ Case Problem 1 – Pine Hill School pp. AC 89-91 √ Case Problem 3 – Rossi Recycling pp. AC 93-95
13	T	<i>Access Tutorial 2 continued</i> √ Case Problem 1 – Pine Hill School pp. AC 89-91 √ Case Problem 3 – Rossi Recycling pp. AC 93-95 <i>NOTE: Case Problems are due at the end of class</i>
14	W	<i>Access Tutorial 3</i>
15	R	Instructor out of office <i>LAB Work Time Tutorial 3</i> √ Case Problem 1 – Pine Hill School pp. AC 146-147 <i>NOTE: Case Problem is due Mon., April 19 - beginning of class</i>
19	M	<i>Review for Exams</i>
 20	T	NO Class – Program Advising Day
21	W	<i>Written Access Exam</i>
22	R	<i>Practical Access Exam</i>
26	M	<i>What's Your Presentation Style?</i>
27	T	<i>PowerPoint Tutorial 1</i>
28	W	<i>LAB Work Time Tutorial 1</i> √ CaseGrader PowerPoint Case 1: Elder@Tech Travel √ CaseGrader PowerPoint Case 2: Client Services
29	R	<i>LAB Work Time Tutorial 1 continued</i> √ CaseGrader PowerPoint Case 1: Elder@Tech Travel √ CaseGrader PowerPoint Case 2: Client Services <i>NOTE: Case Problems are due at the end of class</i>

Date	Day	Content
May 3	M	<i>PowerPoint Tutorial 2</i>
4	T	<i>LAB Work Time Tutorial 2</i> √ <i>CaseGrader</i> PowerPoint Case 2b: Corporate Services √ <i>CaseGrader</i> PowerPoint Case 3b: Landscape Design
5	W	<i>LAB Work Time Tutorial 2 continued</i> √ <i>CaseGrader</i> PowerPoint Case 2b: Corporate Services √ <i>CaseGrader</i> PowerPoint Case 3b: Landscape Design NOTE: Case Problems are due at the end of class
6	R	<i>LAB/Assistance with finalizing PP presentations</i> NOTE: Presentation is due at the end of class
10	M	<i>Student PowerPoint Presentations</i>
11	T	<i>Student PowerPoint Presentations</i>
12	W	<i>Student PowerPoint Presentations</i>
13	R	<i>Wrap up Course</i>