

DATE	LECTURE TOPICS	CLASS ACTIVITIES AND ASSIGNMENTS
Aug 22	1. Syllabus, required materials, user id, UNM-LA PC lab. 2. Computer Essential Concepts lecture	Reading assignment: Read all of the material on the 14 web pages here: http://www.unm.edu/~tbeach/terms/ Also read the Essential Computer Concepts chapter in textbook (ECC 1 - ECC 32). Finish before Aug. 31.
Aug 24	Essential Concepts lecture (continued)	Continue with the previous reading assignment (above).
Aug 29	1. Windows basics and setup. Print Name Cards. File Management. Where to get my files, and where to put your files.	Work through: Managing Your Files (pages FM 1-30). Do: Review Assignment, all steps, <i>*AND*</i> add the following step: Step #12. For each of the uncompressed folders within the Review folder, list the names and sizes of each item in those folders (you don't have to list the contents of the subfolders inside of those folders). Use Windows Help if needed to learn how to find the sizes of folders. Do: Case Problem 1 (FM 31), all steps, <i>*AND*</i> add the following step: Step #13. For each of the uncompressed folders within the Case 1 folder, list the names and sizes of each item inside of those folders.
Aug 31	1. Essential Concepts (finish) 2. Web Search Engines lecture	Optional: Researching a computer purchase on the web (<i>class handout</i>). The points from this exercise are applied to Test #1, and can be worth one grade level on that test! Do: Internet Scavenger Hunt in class (<i>class handout</i>)
Sep 5	1. Review for Test #1	Work through: Internet Basics and Information Literacy (IB 1-30). Have it done and the output handed in by Sep. 12. Print ONLY page 1 when directed
Sep 7	1. Test #1 Essential Concepts (Test will take first 40 min. of class.) 2. UNM E-mail	(<i>NOTE! All exercises, corrections, and extra credit exercises up to this point are due at start of class today, unless a later date was specified.</i>) Do: Email assignment (class handout. Due Sep. 26)
Sep 12	Review Test #1 Word Module 1	Work through: Word Module 1, both sessions (pages WD 1-54) Print on page WD 26 for hand-in. ALSO, the document from page WD 52 should be EMAILED to your instructor (tbeach@unm.edu). Do: WD 1 Review Assignment (WD 55-56). You will print at step 11. The document finished at step 28 should be EMAILED to your instructor. Do: WD 1 Case Problem 1 (WD 56-57). PRINT the document at step 16. [Note: Other Case Problems are extra credit. Print results for hand-in.]

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<i>ALWAYS BRING THE CURRENT SCHEDULE PAGE TO CLASS SO YOU KNOW WHAT THE ASSIGNMENTS ARE!</i>		
Sep 14	Review Word Module 1 Word Module 2	Work through: Word Module 2 (pages WD 61-112) Print at Step 8 on page WD 90 and Step 6 on page WD 112. Do: WD 2 Review Assignment steps (WD 113-114); Print completed files.
Sept 19	Review Word Module 2 (continuing WD 2 work)	Do: WD 2 Case 2 (WD 115-116); Print completed documents. Do: WD 2 Case 3 (WD 116-117); Print completed documents. <i>[Extra credit: Other case problems. Print results for hand-in.]</i>
Sep 21	Word Module 3	Work through: Word Module 3 (pages WD 119-168) Print finished report at end of Module, but DON'T PRINT first page! Do: WD 3 Review Assignment (WD 169-170); Print completed document. Do: WD 3 Case 1 (WD 170-171); Print completed document.
Sep 26	Review Module 3	Do: WD 3 Case 2 (WD 171-172); Print all parts at end. Complete all your Word assignments. <i>[Extra credit: Other case problems.]</i> (Email assignments due today; see previous schedule page.)
Sep 28	More on Formatting Review for Test #2	There will be an in-class formatting exercise to do and hand in!
Oct 3	<i>Test #2: Word</i> Other Word features (columns, graphics objects, text boxes, Word Art)	<i>(All Word exercises, corrections, and extra credit due at start of class.)</i> Work through: First parts of Word Module 4 (ONLY do pages WD 175-208 step 12) – stop after learning to use WordArt. EMAIL your partially completed document to your instructor (tbeach@unm.edu) at this point. Do: Word Art assignment (class handout)
Oct 5	Review Word test Excel Module 1, Getting Started with Excel	Work through: Excel Module 1 (EX 1-57). Print as directed in Module. Do: EX 1 Review Assignment (EX 58-59). Print completed document. Do: EX 1 Case Problem 2 (EX 60-61) <i>Note: Unassigned Case problems from the four Excel Modules can be done and printed as extra credit, up to a maximum of 10 case problems.</i>

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Oct 10	Excel Module 2, Formatting workbook text and data.	Do work through: Excel Module 2. Print entire workbook at page EX 121. Do: EX 2 Review Assignment (EX 123-124). PRINT workbook at end.
Oct 12	(Continue work on Excel 2)	Do: EX 2 Case Problem 2 (EX 126-127). PRINT workbook at end.
Oct 17	1. Formulas and cell references (Exercise 5: Beeblebrox Payroll) 2. Excel Module 3, Calculations with Formulas and Functions.	Do: "Exercise 5" in-class (hand in your finished worksheet) <i>Get Handout: Mike's Mowing Service (due Nov 2 at START of class!)</i> Work through: Excel Module 3 (EX 131-180). At the end, print all the worksheets you modified, except the Documentation sheet. NOTE: Print with scaling: "Fit All Columns on One Page".
Oct 19	Excel 3, continued:	Do: EX 3 Review Assignment (EX 181-182). At the end, print all the worksheets you modified, except the Documentation sheet. NOTE: Print with scaling: "Fit All Columns on One Page". Do: EX 3 Case Problem 1 (EX 182-183). Print at end. Do: EX 3 Case Problem 2 (EX 183-184) . PRINT at end.
Oct 24	Excel 4, Analyzing and Charting Data.	Work through: Excel Module 4 (EX 187-250). PRINT <i>only</i> these worksheets: Business Loan; Market Summary; Financial Summary; Projected Gross Income. Do: EX 4 Review Assign. (EX 251-252). PRINT <i>only</i> these worksheets: Business Loan; Market Analysis (with scaling "Fit All Columns to One Page"); Survey Data (with scaling "Fit All Columns to One Page").
Oct 26	Excel 4, continued	Do: EX 4 Case problem 2. PRINT only the Summary worksheet (use Landscape Orientation). Work on any remaining exercises, fixes, extra credit, and Mike's Mowing. More extra credit: Van Ivy Stock report (on back of Mike's Mowing handout)
Oct 31	1. VLOOKUP review (for Mike's Mowing #4). Excel catch-up day.	Work on any remaining exercises, fixes, extra credit, and Mike's Mowing. More extra credit: Van Ivy Stock report (on back of Mike's Mowing handout)
Nov 2	Excel Review <i>Discuss Final Project</i>	Hand in: Mike's Mowing Service (previous handout; <i>due at START of class</i>) Work on any remaining exercises, fixes, and extra credit.

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NOTE!!	IMPORTANT NOTE! Be working on your final project during the following weeks!	
Nov 7	Test 3: Excel Security, Privacy, and Ethics of Information Systems lecture.	(All Excel exercises, corrections, and extra credit due at start of class.) Research project: Security, Privacy, and Ethics of Information Systems (class handout). Due Nov. 16.
Nov 9	Access Module 1, Module Creating a Database. <i>(You should have started final project and be working on it over the following weeks!)</i>	Work through: Access Module 1 (AC 1-44). Print Report as directed. (NOTE! We are NOT doing the Review Exercises in Access.) Do: AC 1 Case 2 (Print at step 10). Do: AC 1 Case 3 (Print at steps 10 and 11. VERY IMPORTANT NOTE: When Printing at step 10, be very careful to follow the directions to print the Selected Records only!! Otherwise you'll print MANY pages!).
Nov 14	Access 2, Building a Database and Defining Table Relationships.	Work through: Access Module 2 (<i>complete all steps. otherwiser Modules 3 and 4 work will give wrong results!</i>) Print pages 1 & 2 ONLY from your tables at end of AC 103. Do: AC 2 Case 2 (Print pages 1&2 ONLY your tables at end of exercise). Do: AC 2 Case 3 (Print pages 1&2 ONLY your tables at end of exercise).
Nov 16	Access 2 - In-class Exercise	<i>In-class Exercise</i> on creating your own Tables (working in groups of three).
Nov 21	Access 3, Maintaining and Querying a Database.	Work through: Access Module 3. NOTE! Print out the results of the Queries on pages AC 149, 156, 160, and 167 (before the step of closing each of them). Do: AC 3 Case 2 (At the end of steps 7, 8, 9, & 12, print the query before closing it).
Nov 23	THANKSGIVING HOLIDAY — NO CLASS	
Nov 28	(Continue Access 3)	Do: AC 3 Case 3 (At the end of steps 5, 8, 14, and 15e, print the query before closing it).

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Nov 30	Access 3 - In-class Exercise	In-class Exercise on Querying your database (working in groups of two)
Dec 5	Access 4	Work through: Access Module 4 (IMPORTANT! Print as directed on p. AC 199, but be very careful to print only the <i>Selected Records</i> when printing Forms! NEVER use Quick Print when printing forms! For Reports on page AC 221, print only the pages requested!) Do: AC 4 Case 2 (print page 1 only at step 9). [AC 4 Case 3 is extra credit]
Dec 7	Access Review. Finishing Access exercises. Help on Final Projects	All assignments, corrections, and extra credit due by 1:50 PM this day.
Dec 12	Access Test (<i>Finals week</i>)	Final Projects due immediately at start of class! For Final Project, hand in both hardcopies AND your project files (in a folder named after you) into my Drop Folder.