

Assignment List:

Week one: January 3, 2008

- Review syllabus and course assignments
- Read Chapter 1 (Office Fundamentals) – pp. 1-pp. 48

Week Two: January 8th and January 10th

- Chapter 1 (Office Fundamentals) assignments due:
 - Practice exercise #2 – p. 58
 - Practice exercise #3 – pp. 59-60
 - Practice exercise #4 – pp. 60-61 (print after Step m.)
 - Exercise #2 – p. 63
 - Exercise #3 – p. 64
 - Capstone exercise – p. 65 (print)
 - Mini Case “A Thank-you Letter” – p. 66 (print)
 - Read Chapter 1 (Microsoft Word) – pp. 69-115
- All assignment due on Thursday, January 10th.

Week Three: January 15th and January 17th

- Watch all Concept Animation Videos for Word – In Class
 - Do the Hands-on Exercises in Chapter 1-Word (pp. 81-86; pp. 96-102; pp. 110-114)
 - Exercise #1 – p. 124 (print after Step h.)
 - Exercise #2 – pp. 124-25 (print after Step h.)
 - Exercise #4 – pp. 125-126 (print after Step h.)
 - Capstone exercise – p. 127 (print)
 - Mini Case “Letter of Appreciation” – p. 128 (print)
 - Read Chapter 2 (Microsoft Word) – pp. 131-180
- All assignment due on Thursday, January 17th.

Week Four: January 22nd and January 24th

- Do the Hands-on Exercises in Chapter 2 – Word (pp. 140-142; pp. 152-158; pp. 164-170; pp. 173-178)
 - Exercise #2 – p. 188 (print after Step c.)
 - Exercise #4 – pp. 190-191 (print after Step g.)
 - Capstone exercise – p. 192 (print)
 - Mini Case “A fundraising letter” – p. 193 (print)
 - Mini Case “The invitation” – p. 193
 - Read Chapter 3 (Microsoft Word) – pp. 195-232
- All assignments due on Thursday, January 24th.

Week Five: January 29th and January 31st

- Do the Hands-on Exercises in Chapter 3 – Word (pp. 201-204; pp. 212-218; pp. 227-231)
 - Practice Exercise #2 – pp. 236-237 (print)
 - Practice Exercise #3 – pp. 237-238 (print)
 - Exercise #1 – p. 241 (print after Step g.)
 - Exercise #4 – p. 244 (print after Step g.)
 - Capstone exercise – p. 245 (print)
 - Mini Case “Travel Word” – p. 246 (print)
 - Read Chapter 1 (Microsoft Excel) – pp. 249-299
- All assignments are due on Thursday, January 31st.

Week Six: February 5th and February 7th

- Do the Hands-on Exercises in Chapter 1 – Excel (pp. 262-265; pp. 273-277; p. 285-290; pp. 295-297)
- Practice Exercise #1 (pp. 302-302)
- Practice Exercise #4 (pp. 306-307)
- Exercise #1 (p. 308)
- Exercise #2 (p. 309)
- Exercise #5 (pp. 302-313)
- Capstone Exercise (p. 314)
- Mini Case “Housing Office” – p. 315
- Read Chapter 2 (Microsoft Excel) – pp. 317-350

All assignments are due on Thursday, February 7th.

Week Seven: February 12th and February 14th

- Do the Hands-on Exercises in Chapter 2 – Excel (pp. 322-324; pp. 332-336; pp. 341-344; pp. 348-349)
- Practice Exercise #1 (p. 353)
- Practice Exercise #2 (pp. 354-355)
- Practice Exercise #4 (pp. 357-358)
- Exercise #1 (p. 359)
- Exercise #4 (pp. 362-363)
- Capstone Exercise (p. 364)
- Mini Case “Corporate Salary Summary” – p. 365
- Read Chapter 3 (Microsoft Excel) – pp. 367-406

All assignments are due on Thursday, February 14th.

Week Eight: February 19th and February 21st

- Do the Hands-on Exercises in Chapter 3 – Excel (pp. 381-387; pp. 392-396; pp. 401-405)
- Practice Exercise #1 (pp. 409-410)
- Practice Exercise #3 (pp. 412-413)
- Exercise #1 (p. 415)
- Exercise #2 (p. 416)
- Exercise #5 (p. 419)
- Capstone Exercise (p. 420)
- Mini Case “Designer Clothing” – p. 421
- Read Chapter 1 (Microsoft PowerPoint) – pp. 483-537

All assignment are due on Thursday, February 21st.

Week Nine: February 26th and February 28th

- Do the Hands-on Exercises in Chapter 1 – PowerPoint (pp. 503-506; pp. 513-518; 525-529; pp. 535-536)
- Practice Exercise #1 (pp. 541-542)
- Practice Exercise #3 (pp. 543-545)
- Practice Exercise #4 (pp. 545-546) Print 3-per page handouts
- Exercise #2 (pp. 548-549)
- Exercise #3 (p. 549) Print 3-per page handouts
- Capstone Exercise (pp. 551-552)
- Mini Case “Green Space Lawn Service” - p. 553 – Print 3-per page handouts

Week Ten: March 4th and March 6th

Final project (Report and Presentation):

1. Write a five to six page report that summarizes the software applications used in this course.
Your report must be double-spaced, 11 pt. font, 1" margins and contain a cover page.
2. Create a PowerPoint presentation that summarizes your report. Your presentation should contain at least 10 slides. Print 3-per page handouts.

Your report summary *may* include:

- What the application is used for
- What are some of the key functions of each software application
- How you currently use the application
- How you plan to use it in the future
- The history of office software applications

Note: This is not an inclusive list; you can add additional information you feel appropriate. Creativity is a plus!

Your final project is due during finals week.

Be prepared to present your PowerPoint presentation.

Informational Course Survey (For instructor's eyes only)

Because this is the first time this office software course has been taught, please complete and turn into your instructor before the final class meeting (March 6th)

1. What did you learn from this course?

2. What would like to see done differently regarding the course content?

3. What did you like best about this course?

4. What did you like the least about this course?

5. Additional comments and/or suggestions for future classes:
