

#	Day	Date	Chapter	Pages	Projects
1	Tue	Jan 26	Business Computer Hardware: The components of a business computer; The best type of computer to buy.	Intro 1-3, Handouts	
2	Thu	Jan 28	Business Software: Types of programs; Controlling programs with Windows.	Intro 4-12, Handouts	
3	Tue	Feb 2	File Management: Organizing files and folders for maximum efficiency. How to back up data.	Intro 13-40	Intro Project Assigned
4	Thu	Feb 4	Internet Browsing & Email: How the Internet and Email works; Using Email effectively; Internet dangers to avoid.	Intro 41-48, Handouts	
5	Tue	Feb 9	Exam 1 — Introductory Concepts;		Intro Project due at 10:00 pm
6	Thu	Feb 11	Creating a Business Letter: Learn the standard parts of a business letter; Check spelling and grammar; Handle other languages.	Word 7-47, Handouts	Word Projects Assigned
7	Tue	Feb 16	Formatting paragraphs; Use borders and shading; Insert tabs.	Word 48-98	
8	Thu	Feb 18	Creating a Business Report; Format pages; Inserting page headers and footers; Creating columns.	Word 103-162	
9	Tue	Feb 23	Enhancing a report with graphics; Managing multiple documents; Printing envelopes and labels	Word 162-220	Word Project 1 due at 10 pm
10	Thu	Feb 25	Creating tables, charts and diagrams in a business report.	Word 225-263	
11	Tue	Mar 2	Creating a business form letter with Mail-Merge; Review Business Documents	Word 271-294	
12	Thu	Mar 4	Exam 2 - Business Documents		Word Project 2 due at 10 pm

#	Day	Date	Chapter	Pages	Projects
13	Tue	Mar 9	Creating a Spreadsheet; Inserting formulas.	Excel 7-42	Excel Projects Assigned
14	Thu	Mar 11	Using Functions; Calculating loan payments.	Excel 43-62	
	Tue	Mar 16	Spring Break		
	Thu	Mar 18	Spring Break		
15	Tue	Mar 23	Formatting a Worksheet.	Excel 67-137	Excel Project 1 due at 10 pm
16	Thu	Mar 25	Working with Multiple Worksheets; Setting up ranges of cells.	Excel 158-185	
17	Tue	Mar 30	Managing Workbooks; Creating Web pages	Excel 200-227, 272-276	Excel Project 2 due at 10 pm
18	Thu	Apr 1	Creating Business Graphs: Create a bar chart and pie chart; Annotate the chart's key elements.	Excel 239-260	
19	Tue	Apr 6	Analyzing a Spreadsheet Database: Searching and filtering a large transaction database; Pivot tables to summarize data. Lookup functions.	Handouts	Excel Project 3 due at 10 pm
20	Thu	Apr 8	Adding visual elements to a Spreadsheet; Review	Excel 278-298, Handouts	
21	Tue	Apr 13	Exam 3 - Spreadsheets		Excel Project 4 due
22	Thu	Apr 15	Using Database Forms and Reports: Using and maintaining a database of transactions in Access.	Handouts	Access Proj Assigned
23	Tue	Apr 20	Analyzing a Database: Create and modify queries to find particular data.	Handouts	
24	Thu	Apr 22	Exam 4 — Databases		Access Proj Due
25	Tue	Apr 27	Creating a Business Presentation: Using the 7 X 7 Rule.	PPT 7-69	PPT Proj Assigned
26	Thu	Apr 29	Adding Graphics to a Presentation: Insert pictures, clip art, and tables; Add company logos to Master slides.	PPT 75-154	
27	Tue	May 4	Integrating Excel Charts and Animation: Link with spreadsheets; Insert animated GIFs and videos.	PPT 175-336	
28	Thu	May 6	PowerPoint Presentations and Exam		PPT Proj Due at start of class

Note: Feb 22 Last day to change to audit
Apr 19 Last day to withdraw
May 11-17 Final Exams