

## Tentative Class Schedule

Week of	Textbook Chapter (Software Topic)	Quizzes, Exams
Jan. 12	Chapter 1 - Computers and Basics of Digital Technology (Word)	Quiz 1
Jan. 19	Chapter 2 – Working with Files and Folders (Word)	Quiz 2
Jan. 26	Chapter 3 – Working with the Internet (Word)	Quiz 3
Feb. 2	Chapter 4 –Computer Maintenance and Security (Word)	Quiz 4
Feb. 9	Web Pages and Internet (FrontPage)	Quiz 5
Feb. 16	Web Pages and Internet (FrontPage)	Quiz 6
Feb. 23	Presentation Software (PowerPoint)	Quiz 7
Mar. 2	Presentation Software (PowerPoint)	
Mar. 9	Midterm Exam	<b><i>Mid-Term Exam</i></b>
Mar. 16	Spring Break	
Mar. 23	Chapter 6 - Working with Excel (Excel 2007)	
Mar. 30	Chapter 7 – Excel Charts (Excel 2007)	Quiz 8
Apr. 6	Chapter 8 – Excel Table Management (Excel 2007)	Quiz 9
Apr. 13	Chapter 9 - Databases, Introduction to Access (Access 2007)	Quiz 10
Apr. 20	Chapter 10 - Querying the Database (Access 2007)	Quiz 11
Apr. 27	Chapter 11 - Creating Access reports (Access 2007)	Quiz 12
May 4		<b>Final Exam</b>