

## INFS P100 CLASS SCHEDULE — Fall 2010

Week	Date	Reading & Discussion Topics	Assignment/Project/Quiz
1	Aug. 23-27	Course Introduction / Lab Orientation Intro. to Web-based E-mail	<i>Get PC network user &amp; e-mail accounts</i>
2	30-3	SWT 1—Why Study Computers and Digital Technologies "A Real-life Information System"	<b>E-mail (w/Link &amp; Attachments)</b> <b>Syllabus Quiz</b>
3	Sep. 6-10	<b>*** Labor Day Holiday (Monday) ***</b> Intro. to Windows—Managing Folders and Files "An Inside Look at Your PC"	<b>A Real-life Information System</b>
4	13-17	SWT 2—Hardware Designed to Meet the Need <del>E X A M # 1 (Wednesday/Thursday)</del>	<b>An Inside Look at Your PC</b>
5	20-24	<i>Research &amp; Fun Projects Discussion</i> WORD—Creating and Enhancing a Document	<i>Start Research &amp; Fun Projects</i>
6	27-1	SWT 3—Software Solutions for Personal and Professional Gain EXCEL 1—Creating and Enhancing a Worksheet	<b>Word</b>
7	Oct. 4-8	SWT 4—The Internet and World Wide Web EXCEL 2—Using Formulas, Functions, and Charts	<b>Excel 1</b>
8	11-15	<del>E X A M # 2 (Wednesday/Thursday)</del>	<b>Excel 2</b>
9	18-22	<i>Research &amp; Fun Projects Discussion</i> ACCESS 1—Creating a Database SWT 5—Telecomm, Wireless Technologies, and Computer networks	<b>Research--Progress Report</b>
10	25-29	ACCESS 1—Working with Data and Forms SWT 6—Digital Media for Work and Leisure	<b>Access 1</b>
11	Nov. 1-5	ACCESS 2—Working with Queries and Reports SWT 7—Database Systems	<b>Fun Project</b>
12	8-12	<b>*** Veteran's Day Holiday (Thursday) ***</b> <del>E X A M # 3 (Wednesday/Thursday)</del>	<b>Access 2</b>
13	15-19	POWERPOINT —Creating and Polishing a Presentation SWT 8—E-Commerce	<b>Research--Final Report</b>
14	22-26	Programming—Designing an Interactive Program SWT 10—Systems Development <b>*** Thanksgiving Holidays (Thursday &amp; Friday) ***</b>	<b>PowerPoint</b>
15	29-3	Programming—Coding, Testing, and Debugging SWT 11/12—Computer Crime, Security, Privacy and Ethics Issues	<b>Programming</b>
16	Dec. 6-10	<del>FINAL EXAM</del> 100-1—7:30 am, Wednesday, 12/8 100-3—3:00 pm, Monday, 12/6 100-4—7:30 am, Thursday, 12/9	<b>Feedback Letter (Extra Credit)</b>