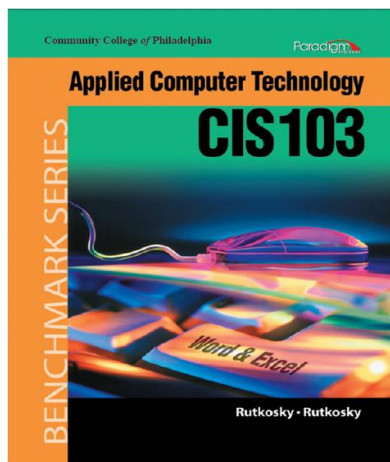


CIS 103 – Applied Computer Technology Schedule Fall, 2009

Week	Date	Day One	Day Two
1	09/08	Intro to Course	File Management and Email Ettiquette
2	09/15	Social Networking -- Wiki and Blog	Word – Lesson 1
3	09/22	Word – Lesson 2	Word – Lesson 3
4	09/29	Word – Lesson 4	Word – Lesson 5
5	10/06	Word – Review	Word – Exam
6	10/13	Power Point – Lesson 1	Power Point – Lesson 2
7	10/20	Excel – Lesson 1	Excel – Lesson 2
8	10/27	Excel – Lesson 3	Excel – Lesson 4
9	11/03	Excel – Lesson 5	Excel – Lesson 6
10	11/10	Excel – Review	Excel – Exam
11	11/17	Office Integration (OLE)	Social Networking -- Google Docs
12	11/24	Library	Database Lesson 1
13	12/01	Database Lesson 2	Connecting to PC
14	12/08	Wireless network security	Review
15	12/15	Final Exam	

Textbook Information



Applied Computer Technology

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Denise Seguin, Fanshawe College;
Audrey Rutkosky Roggenkamp, Pierce College at Puyallup
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Minnesota: EMC Paradigm, ©2008

The book can be purchased at the CCP bookstore.

It includes the following additional components

- 1) An 180 day trial version of Office 2007
- 2) A package describing the snap2007 assessment software
- 3) A password for SNAP – *required for this course*