

CMAP120 –Spring 2017 – Planning Calendar

| January 17 |   |         |   |          |        |          |  |
|------------|---|---------|---|----------|--------|----------|--|
| Sunday     | Monday  | Tuesday | Wednesday   | Thursday | Friday | Saturday |  |
| January 1  | 2   | 3       | 4   | 5        | 6      | 7        |  |
|            | Drop Dates – M/W:<br>With Refund: 01-29-2017<br>No Grade/Audit: 02-12-2017<br>“W” grade: 04-16-2017 |         | Drop Dates – T/R:<br>With Refund: 01-30-2017<br>No Grade/Audit: 02-13-2017<br>“W” grade: 04-17-2017 |          |        |          |  |
| 8          | 9   | 10      | 11  | 12       | 13     | 14       |  |
|            |   |         |   |          |        |          |  |
| 15         | 16  | 17      | 18  | 19       | 20     | 21       |  |
|            |   |         |   |          |        |          |  |
| 22         | 23  | 24      | 25  | 26       | 27     | 28       |  |
| Week 1     | Introduction to Course, Windows 10, Office 365 and Office 2016                                      |         |   |          |        |          |  |
|            |   |         |   |          |        |          |  |
| 29         | 30  | 31      | February 1  | 2        | 3      | 4        |  |
| Week 2     | Semester Group Project - Podcasting   |         |   |          |        |          |  |
|            |   |         |   |          |        |          |  |

CMAP120 –Spring 2017 – Planning Calendar

**February 17**

| Sunday     | Monday  | Tuesday | Wednesday  | Thursday       | Friday | Saturday |
|------------|---|---------|------------|----------------|--------|----------|
| January 29 | 30  | 31      | February 1 | 2              | 3      | 4        |
| Week 2     | Semester Group Project - Podcasting   |         |            |                |        |          |
|            |   |         |            |                |        |          |
| 5          | 6   | 7       | 8          | 9              | 10     | 11       |
| Week 3     | Word 1 – Creating, Formatting, and Editing a Word Document with a Picture   |         |            |                |        |          |
|            |   |         |            |                |        |          |
| 12         | 13  | 14      | 15         | 16             | 17     | 18       |
| Week 4     | Word 2 – Creating a Research Paper with References and Sources  |         |            |                |        |          |
|            | Homework #1 Due   |         |            | Podcast #1 Due |        |          |
|            |   |         |            |                |        |          |
| 19         | 20  | 21      | 22         | 23             | 24     | 25       |
| Week 5     | Word 3 – Creating a Business Letter with a Letterhead and Table   |         |            |                |        |          |
|            | Homework #2 Due   |         |            | Podcast #2 Due |        |          |
|            |   |         |            |                |        |          |
| 26         | 27  | 28      | March 1    | 2              | 3      | 4        |
| Week 6     | PowerPoint 1 & 2 – Creating and Editing a Presentation with Pictures & Enhancing a Presentation with Pictures, Shapes and WordArt |         |            |                |        |          |
|            | Homework #3 Due   |         |            | Podcast #3 Due |        |          |
|            |   |         |            |                |        |          |

CMAP120 –Spring 2017 – Planning Calendar

| March 17     |   |         |                |          |        |          |
|--------------|---|---------|----------------|----------|--------|----------|
| Sunday       | Monday  | Tuesday | Wednesday      | Thursday | Friday | Saturday |
| February 26  | 27  | 28      | March 1        | 2        | 3      | 4        |
| Week 6       | PowerPoint 1 & 2 – Creating and Editing a Presentation with Pictures & Enhancing a Presentation with Pictures, Shapes and WordArt |         |                |          |        |          |
|              | Homework #3 Due   |         | Podcast #3 Due |          |        |          |
| 5            | 6   | 7       | 8              | 9        | 10     | 11       |
| Week 7       | PowerPoint 3 – Reusing a Presentation and Adding Media and Animation  |         |                |          |        |          |
|              | Homework #4 Due   |         | Podcast #4 Due |          |        |          |
| 12           | 13  | 14      | 15             | 16       | 17     | 18       |
| Spring Break |   |         |                |          |        |          |
| 19           | 20  | 21      | 22             | 23       | 24     | 25       |
| Week 8       | Midterm Exam  |         |                |          |        |          |
|              |   |         |                |          |        |          |
| 26           | 27  | 28      | 29             | 30       | 31     | April 1  |
| Week 9       | Excel 1 – Creating a Worksheet and a Chart  |         |                |          |        |          |
|              | Homework #5 Due   |         |                |          |        |          |

CMAP120 –Spring 2017 – Planning Calendar

| April 17 |   |         |                |          |        |          |
|----------|---|---------|----------------|----------|--------|----------|
| Sunday   | Monday  | Tuesday | Wednesday      | Thursday | Friday | Saturday |
| March 26 | 27  | 28      | 29             | 30       | 31     | April 1  |
| Week 9   | Excel 1 – Creating a Worksheet and a Chart                              |         |                |          |        |          |
|          | Homework #5 Due   |         |                |          |        |          |
| 2        | 3   | 4       | 5              | 6        | 7      | 8        |
| Week 10  | Excel 2- Formulas, Functions and Formatting                             |         |                |          |        |          |
|          | Homework #6 Due   |         | Podcast #5 Due |          |        |          |
| 9        | 10  | 11      | 12             | 13       | 14     | 15       |
| Week 11  | Excel 3 – Working with Large Worksheets, Charting, and What-If Analysis |         |                |          |        |          |
|          | Homework #7 Due   |         | Podcast #6 Due |          |        |          |
| 16       | 17  | 18      | 19             | 20       | 21     | 22       |
| Week 12  | Access 1 – Databases and Database Objects: An Introduction              |         |                |          |        |          |
|          | Homework #8 Due   |         | Podcast #7 Due |          |        |          |
| 23       | 24  | 25      | 26             | 27       | 28     | 29       |
| Week 13  | Access 2 – Querying a Database  |         |                |          |        |          |
|          | Homework #9 Due   |         | Podcast #8 Due |          |        |          |
| 30       |   |         |                |          |        |          |
| Week 14  |   |         |                |          |        |          |

CMAP120 –Spring 2017 – Planning Calendar

| May 17   |                                   |                                 |                                 |                                 |        |          |
|----------|-----------------------------------|---------------------------------|---------------------------------|---------------------------------|--------|----------|
| Sunday   | Monday                            | Tuesday                         | Wednesday                       | Thursday                        | Friday | Saturday |
| April 30 | May 1                             | 2                               | 3                               | 4                               | 5      | 6        |
| Week 14  | Access 3 – Maintaining a Database |                                 |                                 |                                 |        |          |
|          | Homework #10 Due                  |                                 |                                 |                                 |        |          |
| 7        | 8                                 | 9                               | 10                              | 11                              | 12     | 13       |
| Week 15  |                                   | Final Exam<br>12:30 – 2:30 p.m. | Final Exam<br>12:30 – 2:30 p.m. | Final Exam<br>8:00 – 10:00 a.m. |        |          |
|          | 14                                | 15                              | 16                              | 17                              | 18     | 19       |
| 21       | 22                                | 23                              | 24                              | 25                              | 26     | 27       |
| 28       | 29                                | 30                              | 31                              | June 1                          | 2      | 3        |
|          |                                   |                                 |                                 |                                 |        |          |