

CMAP120: Introduction to Computer Applications – Spring 2020 – Planning Calendar

January 2020						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
December 29	30	31	January 1	2	3	4
	Drop Dates: With Refund: February 02, 2020 No Grade/Audit: February 16, 2020 "W" grade: April 19, 2020					
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	February 1
Week 1: Introduction	Introduction to Course, Windows 10, Office 365 and Office 2019					

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February 2020						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
January 26	27	28	29	30	31	February 1
<b>Week 1:</b> Introduction	Introduction to Course, Windows 10, Office 365 and Office 2019					
2	3	4	5	6	7	8
<b>Week 2:</b> Word – mod 1	WORD Module 1 - Introduction to Word					
9	10	11	12	13	14	15
<b>Week 3:</b> Word – mod 2	WORD Module 2 - Formatting Research Papers					
			Homework #1 Due			
16	17	18	19	20	21	22
<b>Week 4:</b> Word – mod 3	WORD Module 3 - Creating & Modifying Tables					
			Homework #2 Due			
23	24	25	26	27	28	29
<b>Week 5:</b> PowerPoint – mod 1	Test #1 – Word		POWERPOINT Module 1 - Introduction to PowerPoint			
			Homework #3 Due			

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March 2020						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
March 1	2	3	4	5	6	7
<b>Week 6:</b> PowerPoint – mod 2	POWERPOINT Module 2 - PowerPoint Presentation Development					
			Homework #4 Due			
8	9	10	11	12	13	14
<b>Week 7:</b> PowerPoint – mod 3	POWERPOINT Module 3 - Using Multimedia in PowerPoint				Test #2 – PowerPoint	
			Homework #5 Due			
15	16	17	18	19	20	21
<b>Spring Break:</b>						
22	23	24	25	26	27	28
<b>Week 8:</b> Excel – mod 1	EXCEL Module 1 - Introduction to Excel					
29	30	31	April 1	2	3	4
<b>Week 9:</b> Excel – mod 2	EXCEL Module 2 - Formulas & Functions					
			Homework #6 Due			

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April 2020							
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
March 29	30	31	April 1	2	3	4	
Week 9: Excel – mod 2	EXCEL Module 2 - Formulas & Functions					★ Certificates Due	
	Virtual Class (Zoom)		Virtual Office Hours (10:00 a.m. – 1:00 p.m.)	Virtual Office Hour (12:30 p.m. - 1:30 p.m.)			
5	6	7	8	9	10	11	
Week 10: Excel – mod 2	EXCEL Module 2 - Formulas & Functions					★ Certificates Due	
	Virtual Class (Zoom)		Virtual Office Hours (10:00 a.m. – 1:00 p.m.)	Virtual Office Hour (12:30 p.m. - 1:30 p.m.)			
12	13	14	15	16	17	18	
Week 11: Excel – mod 3	EXCEL Module 3 - Charts					★ Certificates Due	
	Virtual Class (Zoom)		Virtual Office Hours (10:00 a.m. – 1:00 p.m.)	Virtual Office Hour (12:30 p.m. - 1:30 p.m.)			
19	20	21	22	23	24	25	
Week 12: Access – mod 1	ACCESS Module 1 - Introduction to Access					★ Certificates Due	
	Virtual Class (Zoom)		Virtual Office Hours (10:00 a.m. – 1:00 p.m.)	Virtual Office Hour (12:30 p.m. - 1:30 p.m.)			
26	27	28	29	30	May 1	2	
Week 13: Access – mod 2	ACCESS Module 2 - Queries, Forms, & Reports					★ Certificates Due	
	Virtual Class (Zoom)		Virtual Office Hours (10:00 a.m. – 1:00 p.m.)	Virtual Office Hour (12:30 p.m. - 1:30 p.m.)			

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May 2020							
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
April 26	27	28	29	30	May 1	2	
Week 14: Access – mod 2	ACCESS Module 2 - Queries, Forms, & Reports					★ Certificates Due	
	Virtual Class (Zoom)		Virtual Office Hours (10:00 a.m. – 1:00 p.m.)	Virtual Office Hour (12:30 p.m. - 1:30 p.m.)			
3	4	5	6	7	8	9	
Week 15: Final Exam	Final Exam on Blackboard						
10	11	12	13	14	15	16	
17	18	19	20	21	22	23	
24	25	26	27	28	29	30	
31							