

**SCT 100 ASSIGNMENTS AND LAB EXERCISES
SPRING QUARTER 2010-04**

#	Chapter Name	Due Date	Assignment	Points
1	Introduction to Microsoft Windows	April 5, 2010 by 11:55 p.m.	Read the Chapter entitled Introduction to Microsoft Windows Chapter Test (located in ANGEL in the Week 1 folder) WORK ETHICS: Appearance	100 3
2	Word Chapter 1 – Formatting Paragraphs and Characters in a Document	April 12, 2010 by 11:55 p.m.	SAM Training: Learn Wk 2 Word Ch 1 SAM Project: Project Wk 2 Word Ch 1 SAM Test: Test Wk 2 Word Ch 1 WORK ETHICS: Attendance	100 100 100 3
3	Word Chapter 2 – Creating a Research Paper	April 19, 2010 by 11:55 p.m.	SAM Training: Learn Wk 3 Word Ch 2 SAM Project: Project Wk 2 Word Ch 2 SAM Test: Test Wk 3 Word Ch 2 WORK ETHICS: Attitude	100 100 100 3
4	Word Chapter 3 – Creating a Cover Letter and a Resume	April 27, 2010 by 11:55 p.m.	SAM Training: Learn Wk 4 Word Ch 3 SAM Project: Project Wk 4 Word Ch 3 SAM Test: Test Wk 4 Word Ch 3 WORK ETHICS: Character	100 100 100 3
5	Excel Chapter 1 – Creating a Worksheet and an Embedded Chart	May 3, 2010 by 11:55 p.m.	SAM Training: Learn Wk 5 Excel Ch 1 SAM Project: Project Wk 5 Excel Ch 1 SAM Test: Test Wk 5 Excel Ch 1 WORK ETHICS: Communication	100 100 100 3
6	Excel Chapter 2 – Formulas, Functions, Formatting and Web Queries	May 10, 2010 by 11:55 p.m.	SAM Training: Learn Wk 6 Excel Ch 2 SAM Project: Project Wk 6 Excel Ch 2 SAM Text: Test Wk 6 Excel Ch 2 WORK ETHICS: Cooperation	100 100 100 3
7	PowerPoint Chapter 1 – Creating and Editing a Presentation	May 17, 2010 by 11:55 p.m.	SAM Training: Learn Wk 7 PowerPoint Ch 1 SAM Project: Project Wk 7 PowerPoint Ch 1 SAM Text: Test Wk 7 PowerPoint Ch 1 WORK ETHICS: Organization, Productivity	100 100 100 3,3
8	PowerPoint Chapter 2 – Creating a Presentation with Illustrations and Shapes	May 25, 2010 by 11:55 p.m.	SAM Training: Learn Wk 8 PowerPoint Ch 2 SAM Project: Project Wk 8 PowerPoint Ch 2 SAM Test: Test Wk 8 PowerPoint Ch 2 WORK ETHICS: Respect, Teamwork	100 100 100 3,3
9	Access Chapter 1 – Creating and Using a Database	May 31, 2010 by 11:55 p.m.	SAM Training: Learn Wk 9 Access Ch 1 SAM Test: Test Wk 9 Access Ch 1	100 100
10	Final Exam	June 8, 2010 by 11:55 p.m.	FINAL EXAM	100