

<p align="center"><b>THE INSTRUCTOR RESERVES THE RIGHT TO ALTER THE FOLLOWING SCHEDULE AS NECESSARY</b></p>	<p align="center"><b>Georgia Highlands College FCCS 1100 Class Assignments</b></p>	<p align="center"><b>Seciton 50024 Maymester 2011 Instructor: Brent Griffin</b></p>
<p align="center"><b>Date</b></p>	<p align="center"><b>Topics</b></p>	<p align="center"><b>Assignments</b></p>
<p>Monday, May 16, 2011</p>	<p>Review the Class Policies and Syllabus</p> <p>Windows Basics: Logon/Logoff, Start button, Desktop Icons</p> <p>Web Browsing Basics</p> <p>All about E-mail: Using NeoMail, writing messages, creating and sending attachments, creating address books and distribution lists.</p> <p>All about Printing</p>	<p>Send Mr. Griffin an e-mail verifying that you reviewed the syllabus and course assignments on-line.</p> <p>Read and study History of Personal Computing.</p> <p>Read and study Office 2010 and Windows 7: Essential Concepts and Skills, WORD Textbook</p>
<p>Tuesday, May 17, 2011</p>	<p>All about the Windows Operating System: basic terminology, memory and storage, hardware vs. software</p> <p>Changing display settings, getting help, starting, exiting, minimizing, and maximizing programs, the taskbar, finding files and folders, directory structures, creating folders, storing files in folders, retrieving files from folders</p> <p>History of Personal Computing</p> <p>How does the computer store and manipulate information?</p>	<p>Practice creating directory structures</p> <p>Read and study Computer Basics information.</p> <p>Access, dowload and store student data files:</p> <p><a href="http://www.cengagebrain.com">www.cengagebrain.com</a></p>

Date	Topics	Assignments
Wednesday, May 18, 2011	<p>More about Windows</p> <p>More about directory structures, using Windows Explorer</p> <p>What's going on inside the computer?</p>	<p>Read and study Internet Basics.</p>
Thursday, May 19, 2011	<p>All about the Internet</p> <p>Web browsers, networking basics, PING, TRACERT, IP Addresses, the Internic</p> <p>Search Engines Google, Bing, Merlot, Galileo, WolframAlpha</p>	<p><b>Project #1: Creating and managing directory structures; Searching the Internet</b></p> <p>Read and study Networking Basics.</p> <p>Due date for the submission of a final project topic.</p>
Friday, May 20, 2011	<p>More about Galileo</p> <p>Review for Exam #1</p> <p>Introduction to Microsoft Office: Microsoft WORD Basics</p>	<p>Chapter 1, WORD Textbook</p> <p>Study for Exam #1</p>
Monday, May 23, 2011	<p>1st half of class: Exam #1</p> <p>2nd half of class:</p>	<p><b>EXAM #1</b></p> <p>Continue with Chapter 1, WORD Textbook</p> <p><b>Project #2: Lab 2, WD 60, WORD textbook</b></p>

Date	Topics	Assignments
Tuesday, May 24, 2011	<p>More about WORD 2010: Headers/footers, page numbering, setting margins, line spacing, footnotes, counting words</p> <p>MLA documentation tyle, WD 69 and supplemental handout</p> <p><b>Midsemester: Tuesday, May 24, 2011 The last day to withdraw from the course without a grade penalty.</b></p>	<p>Chapter 2, WORD Textbook</p> <p><b>Projects 1 and 2 must be completed and submitted by the end of class today!</b></p> <p><b>Project #3: Lab 1, WD 130, WORD textbook</b></p>
Wednesday, May 25, 2011	<p>More about WORD 2010: Inserting and formatting tables, sorting information in tables, resume templates, cover letters</p>	<p>Chapter 3, WORD Textbook</p> <p><b>Project #4: Lab 3, WD 198, WORD Textbook</b></p>
Thursday, May 26, 2011	<p>Review WORD 2010 Techniques</p> <p>Introduction to MS-PowerPoint 2010: Creating slides, slide types, viewing slides, sorting slides, running a slide show, inserting graphics, clip art, and sound, slide design schemes</p>	<p>Finish Chapters 1, 2, and 3 in the WORD textbook</p> <p>Chapter 1, PowerPoint Textbook</p> <p><b>Project #5: Lab 3, PPT 64, PowerPoint Textbook</b></p>
Friday, May 27, 2011	<p>More about PowerPoint: Downloading images from the web to include in a PowerPoint presentation, embedding images in a PowerPoint presentation, animations and slide transitions</p> <p>Review for Exam #2</p>	<p>Chapter 2, PowerPoint Textbook</p> <p><b>Projects 3 and 4 must be completed and submitted by the end of class today!</b></p> <p><b>Study for Exam #2</b></p>
Monday, May 30, 2011	<b>Memorial Day Holiday</b>	<b>No Class!!!</b>

Date	Topics	Assignments
Tuesday, May 31, 2011	1st half of class: Exam #2  2nd half of class: More about PowerPoint 2010	<b>EXAM #2</b>  Chapter 3, PowerPoint 2010 For practice work on MAKE IT RIGHT, PPT 194  <b>Project #6: Lab 2, PPT 132,            PowerPoint Textbook</b>
Wednesday, June 01, 2011	Review PowerPoint 2010 Techniques  Introduction to MS-EXCEL  Technology Integration	Work on your final project.  <b>Projects 5 and 6 must be completed            and submitted by the end of class            today!</b>
Thursday, June 02, 2011	Review MS-EXCEL Basics  Final Project Presentations Begin	<b>Complete your final projects.</b>  <b>Final projects may presented today            or on Monday, June 6.</b>
Monday, June 06, 2011	Final Project Presentations Continued	<b>Final Projects are Due!!!</b>  <b>You must have both your research            paper and your PowerPoint            presentation completed and ready to            submit by the beginning of class            today!</b>  <b>Remember that late work will not be            accepted</b>