As you review the assignments, please take note. When you read the terms, “Perform all steps”, this means that you do all of the required activities (primarily using the computer and applications software). At the end of each project you will have some files to produce for me, a hard copy sent to me through Desire2Learn as an assignment link attachment, and sometimes a file saved to disk.

Yes, you must submit your work to me to receive credit for the assignment. If you have questions about the process of submission, or any other aspect of this course content, please ask me. I am here to help you. Brad

Symbol for Assignment(s)

Symbol for File Name of due Assignment Attachment(s)

Subject/Submission Line/box must always be formatted as so: “ISAT229-???, YourName, Reason”

?? Should equal Section Number
Reason is posted at the end of each weeks Laboratory Assignment(s)

<table>
<thead>
<tr>
<th>Week Begin Date</th>
<th>Reading Assignments</th>
<th>Laboratory Assignment(s)</th>
<th>Test Points</th>
<th>Lab Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>W1 8/20</td>
<td>✅ Search Internet for Basic Computer Concepts:</td>
<td>➢ Acquire an e-mail account. Send Brad an e-mail message at <a href="mailto:bradh@siu.edu">bradh@siu.edu</a> Include a brief message introducing yourself, and ask any questions you may have regarding the syllabus or course.</td>
<td>5</td>
<td></td>
</tr>
</tbody>
</table>
|                 | ✅ Read Common Features Office 2010: Read all Pages | ➢ Read all pages and take detailed notes for the Basic Computer Concepts/Common Features. ✭ Turn notes in as Attachment on Due Date.  
   FileName = YourNameIntroCompNotes | 15          |           |
|                 |                     | ➢ Week 1 Assignments are Due by End of Class (08/27/12) |            |           |
|                 |                     | Subject Line Reason: IntroNotesWin7 |            |           |
### W2 8/27

<table>
<thead>
<tr>
<th>Word Chapter 1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reading: All Pages</td>
</tr>
</tbody>
</table>

**Creating Documents:**
- Word 1 - Perform all steps
- Projects 1A & 1B
- Word 1 - Perform all steps
- Skills Review 1C & 1D

- **Week 2 Assignments are Due by 10pm (09/4/12)**

**Subject Line Reason:** Word 1-PRJ-SR

- **Submit** all Attachment(s) of 1A, 1B, 1C & 1D
- **Use** D2L assignment Link “Word 1”

Remember you must submit both the Project steps and the Skills Review assignments to receive any credit.

---

### W3 9/3

<table>
<thead>
<tr>
<th>Word Chapter 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reading: All Pages</td>
</tr>
</tbody>
</table>

**Using Tables and Templates to create Resumes and Cover Letters:**
- Word 2 - Perform all steps
- Projects 2A & 2B
- Word 2 - Perform all steps pages
- Projects 2C & 2D

- **Week 3 Assignments are Due by 6pm (09/10/12)**

**Subject Line Reason:** Word 2-PRJ-SR

- **Submit** all Attachment(s) of 2A, 2B, 2C & 2D
- **Use** D2L assignment Link “Word 2”

Remember you must submit both the Project steps and the Skills Review assignments to receive any credit.
| W4 9/10 | Word Chapter 3  
Read All Pages  
Creating Research Papers Newsletters and Merged Mailing Labels:  
Word 3 - Perform all steps  
Projects 3A & 3B  
Word 3 - Perform all steps  
Projects 3C & 3D | Week 4 Assignments are  
Due by 10pm (09/17/12)  
Subject Line Reason: Word 3-PRJ-SR  
Submit all Attachment(s) of 3A, 3B, 3C & 3D  
Use D2L assignment Link “Word 3”  
Remember you must Submit both the Project steps and the Skills Review assignments to receive any credit | 20 |
| W5 9/17 | Word Exam Week  
Week 5  
Test #1 on (09/17/12) (written Part-50pts)  
Test #1 on (09/19/12) (performance Part-50pts) | 100 |

YOU, the students, are responsible for being aware of new information that occurs throughout the semester, attendance and participation are very important to your success in the course. Changes to this schedule will be announced in class as needed. Students are responsible for all announcements and changes.