# K200 Spring 2019 Work Planning Calendar

<table>
<thead>
<tr>
<th>Week (M-F)</th>
<th>Topic</th>
<th>Read/Work Through</th>
<th>Assignment</th>
<th>Due Date (Time Always 11:59pm)</th>
</tr>
</thead>
</table>
| 1 – Jan. 7-11 | Introduction to K200, Computer, and Using the Web | • Course Syllabus  
• Class Resources | Weekly Projects:  
About Me Survey | Weekly Projects:  
Sunday, January 13 |

| 2 – Jan. 14-18 | Introduction to K200, Computer, and Using the Web | Introduction to K200: Five quizzes and one file submittal. | Weekly Projects:  
Introduction to K200:  
• Part 1: Getting to Know the STC Computer  
• Part 2: The Screenshot  
• Part 3: File Management  
• Part 4: Accessing K200 Work  
• Part 5: Zip and Unzip Files  
• Part 6: Submit Project for Grading | Weekly Projects:  
Sunday, January 20 |

| 3 – Jan. 21-25 | Introduction to K200, Computer, and Using the Web | Introduction to K200:  
• Chapter 1: Getting Started with Computer Concepts, pgs. 2-23  
• Chapter 1: Common Features of Office 2016, pgs. 110-131  
• PILOT Tutorial  
• Prepare for Exam 1 | Weekly Projects:  
Introduction to K200:  
• Chapter 1: Getting Started with Computer Concepts, pgs. 2-23  
• Chapter 1: Common Features of Office 2016, pgs. 110-131  
• PILOT Tutorial  
Read: Exam 1 Prep: Exam 1 Study Guide | Weekly Projects:  
Sunday, January 27 |
# K200 Spring 2019 Work Planning Calendar

<table>
<thead>
<tr>
<th>Date</th>
<th>Activity</th>
<th>Microsoft Word</th>
<th>Weekly Projects:</th>
<th>Weekly Projects:</th>
</tr>
</thead>
</table>
| 4 – Jan. 28-Feb. 1 | Exam 1 & Microsoft Word | **Word:**  
• Introduction to Word & Chapter 1: Create Letter and Memos, pgs. 146-167  
• Chapter 2: Create Business Report, pgs. 186-207 | Exam 1 – Monday, September 10  
Weekly Projects:  
**Word:**  
• Introduction to Word & Chapter 1: Create Letter and Memos, pgs. 146-167  
• Chapter 2: Create Business Report, pgs. 186-207 | Exam 1 – Monday, January 28  
Weekly Projects: Sunday, February 3 |
| 5 – Feb. 4-8 | Microsoft Word | **Word:**  
• Chapter 3: Create Flyers, pgs. 227-247  
• Chapter 4: Create Newsletters and Mail Merge Documents, pgs. 266-287  
Read instructions: [Major Project #1 - Word](#) | Weekly Projects:  
**Word:**  
• Chapter 3: Create Flyers, pgs. 227-247  
• Chapter 4: Create Newsletters and Mail Merge Documents, pgs. 266-287  
Begin: [Major Project #1 - Word](#) | Weekly Projects: Sunday, February 10 |
| 6 – Feb. 11-15 | Microsoft Excel | **Excel:**  
• Chapter 1: Create Workbooks with Excel, pgs. 326-347  
• Chapter 2: Insert Summary Functions and Create Charts, pgs. 366-387 | Weekly Projects:  
**Excel:**  
• Chapter 1: Create Workbooks with Excel, pgs. 326-347  
• Chapter 2: Insert Summary Functions and Create Charts, pgs. 366-387 | 1. Major Project #1 – Word: Wednesday, February 13  
2. Weekly Projects: Sunday, February 17 |
| 7 – Feb. 18-22 | Microsoft Excel | **Excel:**  
• Chapter 3: Manage Multiple Worksheets, pgs. 406-427  
• Chapter 4: More Functions and Excel Tables, pgs. 446-467 | Weekly Projects:  
**Excel:**  
• Chapter 3: Manage Multiple Worksheets, pgs. 406-427 | Weekly Projects: Sunday, February 24 |
<table>
<thead>
<tr>
<th>Date</th>
<th>Course</th>
<th>Read instructions</th>
<th>Major Project</th>
<th>Chapter 4: More Functions and Excel Tables, pgs. 446-467</th>
</tr>
</thead>
<tbody>
<tr>
<td>8 – Feb. 25-Mar. 1</td>
<td>Access</td>
<td><strong>Access:</strong></td>
<td>#2 - Excel</td>
<td>Begin: <strong>Major Project #2 - Excel</strong></td>
</tr>
<tr>
<td>9 – Mar. 4-8</td>
<td>Access</td>
<td><strong>Access:</strong></td>
<td>#2 - Excel</td>
<td>Weekly Projects: <strong>Access:</strong></td>
</tr>
<tr>
<td>10 – Mar. 18-22</td>
<td>PowerPoint</td>
<td><strong>PowerPoint:</strong></td>
<td>#3 - Access</td>
<td>Weekly Projects: <strong>PowerPoint:</strong></td>
</tr>
<tr>
<td>11 – Mar. 25-29</td>
<td>PowerPoint</td>
<td><strong>PowerPoint:</strong></td>
<td>#3 - Access</td>
<td>Weekly Projects: <strong>PowerPoint:</strong></td>
</tr>
</tbody>
</table>

*Spring Break - March 9-17 - Enjoy!*
<table>
<thead>
<tr>
<th>Date</th>
<th>Activity</th>
<th>Topic</th>
<th>Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>12 – Apr. 1-5</td>
<td>Podcasting</td>
<td>Podcasting: Introduction to Podcasting 2018-2019, entire manual</td>
<td>Major Project #4 - PowerPoint</td>
</tr>
<tr>
<td>13 – Apr. 8-12</td>
<td>Podcasting</td>
<td>Podcasting: Introduction to Podcasting 2018-2019, entire manual</td>
<td>Major Project #5 - Podcasting</td>
</tr>
<tr>
<td>14 – Apr. 15-19</td>
<td>Online Website Creation &amp; Blogging</td>
<td>Online Website Creation &amp; Blogging with Weebly: Instructions Online Website Creation with Weebly</td>
<td></td>
</tr>
<tr>
<td>15 – Apr. 22-26</td>
<td>Online Website Creation &amp; Blogging</td>
<td>Online Website Creation &amp; Blogging with Weebly: Instructions Online Website Creation with Weebly</td>
<td></td>
</tr>
<tr>
<td>Read instructions: <strong>Major Project #6 – Online Portfolio</strong></td>
<td>NO ACCEPT UNTIL DATE</td>
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<td>----------------------------------------------------------</td>
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<tr>
<td><strong>16 – Apr. 29-May 3</strong></td>
<td>FINALS WEEK - No class meeting.</td>
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<td></td>
<td>Thank you for taking K200.</td>
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<tr>
<td>Major Project #6 – Online Portfolio: Tuesday, April 30</td>
<td>NO ACCEPT UNTIL DATE</td>
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</tbody>
</table>