Caryl Rahn

CGS 2100 Schedule - Fall 2015

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| **Week** | **Date** | **Goals** | **Textbook** | **Projects** |
| 1 | 08/24/15 | Introductions; review syllabus  Managing Your Files | FM-1 to FM-29 |  |
| 2 | 08/31/15 | Access Tutorial 1: Creating a Database | AC-1 to AC-44 |  |
| 3 | 09/07/15 | LABOR DAY HOLIDAY  Access Tutorial 2: Building a Database & Defining Table Relationships | No class Monday  AC-51 to AC-104 |  |
| 4 | 09/14/15 | Access Tutorial 3: Maintaining & Querying a Database | AC-115 to AC-170 |  |
| 5 | 09/21/15 | Access Tutorial 4: Creating Forms & Reports | AC-179 to AC-221 |  |
| 6 | 09/28/15 | Access Tutorial 5: Creating Advanced Queries & Enhancing Table Design | AC-233 to AC-293 | Assignment 1  Due 9/28/15 |
| 7 | 10/05/15 | Access Tutorial 6: Using Form Tools & Creating Custom Forms | AC-301 to AC-372 |  |
| 8 | 10/12/15 | ACCESS EXAM – Access Tutorials 1-6 – Monday Oct. 12 in class  Excel Tutorial 1: Getting Started with Excel | EX-1 to EX-58 | Assignment 2 Due 10/12/15 |
| 9 | 10/19/15 | Excel Tutorial 2: Formatting a Workbook | EX-67 to EX-122 |  |
| 10 | 10/26/15 | Excel Tutorial 3: Working with Formulas & Functions | EX-131 to EX-182 |  |
| 11 | 11/02/15 | Excel Tutorial 4: Working with Charts and Graphics | EX-189 to EX-247 |  |
| 12 | 11/09/15 | Excel Tutorial 5: Working with Excel Tables, PivotTables, and PivotCharts  VETERANS DAY HOLIDAY | EX-257 to EX-318  No class Wednesday |  |
| 13 | 11/16/15 | Excel Tutorial 6: Managing Multiple Worksheets & Workbooks | EX-327 to EX-382 | Assignment 3 Due 11/16/15 |
| 14 | 11/23/15 | Excel Tutorial 8: Using Advanced Functions, Conditional Formatting, & Filtering | EX-463 to EX-519 |  |
| 15 | 11/30/15 | EXCEL EXAM – Excel Tutorials 1-6 and 8 - Wednesday Dec. 2 in class |  | Assignment 4 Due 11/30/15 |

***This schedule is tentative. The instructor reserves the right to modify the schedule if needed.***