**CDP 150: Word Processing 1**

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**Weekly Schedule\***

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| **WK** | **Day** | **Date** | **Class Topic** | **Assignment/Estimated Out of Class Time** |
| 1 | 1 | 4/15 | **No Class** |  |
|  | 2 | 4/17 | Introduction and Handouts  *Reminder*: (a) It is necessary to perform the step by step exercises in order to do the activities at the end of each Lab.  (b) Reading the lab paragraphs will help you understand more of the steps in the exercises. (c) Save all files in two different locations, yourUSB disk or your space in the server which is the M:drive  Learn File and Disk Management  Introduction to *Simnet*  Initial Login to *Simnet*  Create Username and Password  Join a Section  Discuss the Microsoft Office System.  What is Microsoft Word 2010?  Starting an Office 2010 Application  ***Assignment:***  \*Do the Hands-on section Pages I0.2 – I0.65  Lab Review: Key Terms (it is important to go back to those pages to relearn the steps you missed).  Lab Exercises (I0.68 – IO.70): step-by-step. You can email the answers to me.  Simnet Training  **Due date will be given in class and an email sent.** | * Review information and work on first assignment – 4 hours |
| 2 | 3 | 4/22 | **LAB 1: Creating and Editing a Document**  ***Assignment***:  \*Do step-by-step exercises Pages WD1.4 – WD1.63  After performing the exercises, refer to the “Concept Summary” to make sure you went through all the steps.  Lab Review: Key Terms (it is important to go back to those pages to relearn the steps you missed). WD1.66  Command Summary WD1.67 – 1.69  **Lab Exercises**:  Screen Identification WD1.70  Matching WD1.71  Multiple choice WD1.72 – WD1.73  True/false WD1.71  Fill-in WD1.72  Simnet Training  Hands-On Exercises: Step-by-step   1. Asking for Input Memo WD1.74 2. Promoting Celebrate Bikes Sunday WD1.75 3. Announcing Monthly Music Performances WD1.76 4. Preparing a Lecture on Note-taking Skills WD1.79 5. Writing an Article on the History of Ice Cream WD1.80 6. Create **3** of the “on your own” documents on page WD1.81 | * Review information given in class on Monday – 1 hour * Create/type, proof and edit assignments listed on the syllabus – 4 hours * Work/Review on Simnet – 1 hour * Review for test – 2 hours |
|  | 4 | 4/24 | ***Continue with Lab 1 Assignments*** |  |
| 3 | 5 | 4/29 | ***Continue with Lab 1 Assignments*** | * Review information given in class on Monday – 1 hour * Create/type, proof and edit assignments listed on the syllabus – 4 hours * Work/Review on Simnet – 1 hour * Review for test – 2 hours |
|  | 6 | 5/1 | ***Continue with Lab 1 Assignments*** |  |
| 4 | 7 | 5/6 | ***Continue with Lab 1 Assignments*** | * Review information given in class on Monday – 1 hour * Create/type, proof and edit assignments listed on the syllabus – 4 hours * Work/Review on Simnet – 1 hour   Review for test – 2 hours |
|  | 8 | 5/8 | **Test over Lab 1**  **Assignments for Lab 1 due by the end of class** |  |
| 5 | 9 | 5/13 | **LAB 2: Revising and Refining a Document**  ***Assignment***:  \*Do step-by-step exercises Pages WD2.4 – WD2.85  After performing the exercises, refer to the “Concept Summary” to make sure you went through all the steps.  Lab Review: Key Terms (it is important to go back to those pages to relearn the steps you missed). WD2.88  Command Summary  WD2.89 – 2.91  **Lab Exercises:**  Matching WD2.92  Multiple choice WD2.94  True/false WD2.92  Fill-in WD2.93  Simnet Training  Hands-On Exercises: Step-by-step   1. Expanding the Note-Taking Skills Hand out WD2.96 – WD2.97 2. Dog Park Rules WD2.98 – WD2.99 3. Promoting New Fitness Classes WD2.99 – WD2.100 4. Energy Conference Meeting WD2.100 – WD2.102 5. Advertising Weekly Specials WD – WD2.102 - WD2.103 6. Create **3** of the “on your own” documents on page WD2.104 – WD2.105 | * Review information in Lab 2 – 1 hour * Create/type, proof and edit assignments listed on the syllabus – 4 hours * Work/Review on Simnet – 1 hour * Review for test – 2 hours |
|  | 10 | 5/15 | ***Continue with Lab 2 Assignments*** |  |
| 6 | 11 | 5/20 | ***Continue with Lab 2 Assignments*** | * Review information in Lab 2 – 1 hour * Create/type, proof and edit assignments listed on the syllabus – 4 hours * Work/Review on Simnet – 1 hour   Review for test – 2 hours |
|  |  | 5/22 | ***Continue with Lab 2 Assignments*** |  |
| 7 | 12 | 5/27 | **NO CLASS** | * Review information in Lab 2 – 1 hour * Create/type, proof and edit assignments listed on the syllabus – 4 hours * Work/Review on Simnet – 1 hour   Review for test – 2 hours |
|  | 13 | 5/29 | ***Continue with Lab 2 Assignments*** |  |
| 8 | 14 | 6/3 | **Test over Lab 2**  **Assignments for Lab 2 due by the end of class** |  |
|  | 15 | 6/5 | **LAB 3: Creating Reports and Tables**  ***Assignment***:  \*Do step-by-step exercises Pages WD3.4 – WD3.90  After performing the exercises, refer to the “Concept Summary” to make sure you went through all the steps.  Lab Review: Key Terms WD3.94 (it is important to go back to those pages to relearn the steps you missed).  Command Summary WD3.95 –   WD3.97  Lab Exercises: Matching WD3.98  Multiple choice WD3.100 –   WD3.101  True/false WD3.98 –   Fill-in WD3.99  Simnet Training  Hands-On Exercises: Step-by-step   1. Improving A Report WD 3.102 - WD3.103 2. Creating a Table WD3.104 – WD3.105 3. Creating an Informational Sheet WD3.105 – WD 3.106 4. Creating a Brochure WD3.106 – WD3.108 5. Writing a Report WD3.1.08 – WD3.10 6. Complete the first On Your Own 7. Instructor will have another assignment that is close to the first On Your Own | * Review information in Lab 3 – 1 hour * Create/type, proof and edit assignments listed on the syllabus – 4 hours * Work/Review on Simnet – 1 hour * Review for test – 2 hours |
| 9 | 16 | 6/10 | ***Continue with Lab 3 Assignments*** | * Review information in Lab 3 – 1 hour * Create/type, proof and edit assignments listed on the syllabus – 4 hours * Work/Review on Simnet – 1 hour   Review for test – 2 hours |
|  | 17 | 6/12 | ***Continue with Lab 3 Assignments*** |  |
| 10 | 18 | 6/17 | ***Continue with Lab 3 Assignments*** | * Review information in Lab 3 – 1 hour * Create/type, proof and edit assignments listed on the syllabus – 4 hours * Work/Review on Simnet – 1 hour   Review for test – 2 hours |
|  | 19 | 6/19 | ***Continue with Lab 3 Assignments*** |  |
| 11 | 20 | 6/24 | ***Continue with Lab 3 Assignments*** | * Review information in Lab 3 – 1 hour * Create/type, proof and edit assignments listed on the syllabus – 4 hours * Work/Review on Simnet – 1 hour   Review for test – 2 hours |
|  | 21 | 6/26 | **Assignments for Lab 3 due by the end of class** |  |
| 12 | 22 | 7/1 | **Test on Lab 3** | * 4 hours to review information |

**\*Weekly schedule** **is subject to change at instructor’s discretion**

**02/05/13**