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| **Week** | **Reading** | **Reading** | **Assignments/Homework** |
| **1** | Discovering Computers:  Digital Literacy | * p.1-47 | * CheckPoint pp.44-43 |
| **2** | Microsoft Word Chapter 1  Discovering Computers:  The Internet | * pp. WD1-WD54 * pp. 53-91 | * Apply Your Knowledge WD 55-56 * CheckPoint pp. 94-95 |
| **3** | Microsoft Word Chapter 1  Discovering Computers:  Computers and Mobile Devices | * pp. WD1-WD54 * pp. 104-139 | * Apply Your Knowledge WD 55-56 * CheckPoint pp.142-143 |
| **4** | Microsoft Word Chapter 2  Discovering Computers:  Programs and Apps | * pp. WD66-WD123 * pp. 151-189 | * Apply Your Knowledge WD124-125 * Extend Your Knowledge WD125-WD127 * CheckPoint pp.192-193 |
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| **5** | Microsoft PowerPoint Chapter 1 | * Extend Your Knowledge * Analyze, Correct, Improve * In the Labs | * Apply Your Knowledge * Two Consider This: Your Turn exercises of your choosing * Learn Online |
| **6** |  |  |  |
| **6** | Microsoft PowerPoint Chapter 2 | * Extend Your Knowledge * Analyze, Correct, Improve * In the Labs | * Apply Your Knowledge * Two Consider This: Your Turn exercises of your choosing * Learn Online |
| **7** | Microsoft Excel Chapter 1 | * Extend Your Knowledge * Analyze, Correct, Improve * In the Labs | * Apply Your Knowledge * Two Consider This: Your Turn exercises of your choosing * Learn Online * Exam Review * Exam |
| **7** | Microsoft Excel Chapter 2 | * Extend Your Knowledge * Analyze, Correct, Improve * In the Labs | * Apply Your Knowledge * Two Consider This: Your Turn exercises of your choosing * Learn Online |
| **8** | Microsoft Access Chapter 1 | * Extend Your Knowledge * Analyze, Correct, Improve * In the Labs | * Apply Your Knowledge * Two Consider This: Your Turn exercises of your choosing * Learn Online |
| **9** | Microsoft Access Chapter 2 | * Extend Your Knowledge * Analyze, Correct, Improve * In the Labs | * Apply Your Knowledge * Two Consider This: Your Turn exercises of your choosing * Learn Online |
| **10** | Review | * Review | * Final Exam |

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| **16-Week Semester Schedule** | **Topic** |
| **Module 1** | **Digital Literacy** |
| **Module 2** | **The Internet** **and Word 2013** |
| **Module 3** | **Computers and Mobile Devices and Word 2013 Continued** |
| **Module 4** | **Programs and Apps** |
| **Module 5** | **Digital Safety and Security and PowerPoint 2013(Chapter 1)** |
| **Module 6** | **Inside Computers and Mobile Devices** **and PowerPoint 2013 (Chapter 2)** |
| **Module 7** | **Input and Output** **and Review for Midterm** |
| **Module 8** | **Midterm Exam** |
| **Module 9** | **Digital Storage and Windows** |
| **Module 10** | **Operating Systems and Excel 2013(Chapter 1)** |
| **Module 11** | **Article Summary and Start Excel 2013 (Chapter 2)** |
| **Module 12** | **Communications and Networks, Finish Excel 2013 (Chapter 2)** |
| **Module 13** | **Database Management and Access 2013 (Chapter 1)** |
| **Module 14** | **Information Systems and Program Development and Access 2013 (Chapter 2)** |
| **Module 15** | **Final Exam** |