

Schedule:

Week	Topics	Videos To Watch	Homework Problems To Do	Quizzes	Test Date
Week 1: Mon, Jan 6, 2014 to Fri, Jan 10, 2014	Study Syllabus and Introductory Video	Intro Video		Quizzes can be taken at any time during the quarter. All quizzes must be completed before the last day of the quarter at noon, which is: Tuesday of Week 11 at noon.	
	Intro To Excel	Videos 1 - 10			
	Chapter 1, all sections	Videos 11-14	2,3,4,5,10,14,17,24		
Week 2: Mon, Jan 13, 2014 to Fri, Jan 17, 2014	Chapter 2, all sections	Videos 15 -23	1,2,3,4,7,10,11,15,19,21,27,30,51,52,53,54		
Week 3: Mon, Jan 20, 2014 to Fri, Jan 24, 2014	Chapter 3, all sections except 3.5	Videos 25-34, (#24 & #28 not required)	1,2,3,4,8,11,15,16,17,21,25,26,27,28,29,30,36,37,58		
					Test 1 sent out about noon on Fri, Jan 24, 2014
Week 4: Mon, Jan 27, 2014 to Fri, Jan 31, 2014	Chapter 4	Videos 35-43	1-9,11,12,14-16,18,21-23,25,28-32,36,37,39,44,52-53		
					Test 1 due before noon AM on Mon, Jan 27, 2014
Week 5: Mon, Feb 3, 2014 to Fri, Feb 7, 2014	Chapter 5	Videos 44-53	1-14,18,20-22,28,29,35,36,40,42,49		
Week 6: Mon, Feb 10, 2014 to Fri, Feb 14, 2014	Chapter 6	Videos 54-64	1-4,6,8,9,12,14,17,21,22,23,24,28,29,41,42		
					Test 2 sent out about noon on Fri, Feb 14, 2014
Week 7: Mon, Feb 17, 2014 to Fri, Feb 21, 2014	Chapter 7	Videos 65-72	Ch7: 1,5,6,10,14-19,21,22,25,31,35		
					Test 2 due before noon AM on Tue, Feb 18, 2014
Week 8: Mon, Feb 24, 2014 to Fri, Feb 28, 2014	Chapter 8	Videos 73 - 77	Ch 8: 1,2,3,6,9,11,12,13,14,17,18,20,21,22,23,26,37,38,55		
Week 9: Mon, Mar 3, 2014 to Fri, Mar 7, 2014	Chapter 9	Videos 78-86	Ch 9: 2-5,8,15-17,28,32,33,43,44		
Week 10: Mon, Mar 10, 2014 to Fri, Mar 14, 2014	Chapter 14	Videos 87-91	Chapter 3 pages 133-143: HW# 45,49,50 Chapter 14 pages 582-607: HW# 1,5,6,7,15,19,22		
Week 11: Mon, Mar 17, 2014 to Tue, Mar 18, 2014					
	Below Message is a repeat of what is in the syllabus:				
	This class ends at exactly noon, Tuesday, Mar 18, 2014. No quizzes or tests can be handed in after this date-time. On Tuesday, Mar 18, 2014 at noon, the entire class will go OFF-LINE and scores will be downloaded so that I can prepare grades. NOTHING CAN BE HANDED IN AFTER THE CLASS ENDS, Tuesday, Mar 18, 2014 at noon. OFF-LINE means that the class will no longer appear when you log-in to Angel. If you want to e-mail me you must use: mgirvin@highline.edu. And, most importantly, if you want to access any of the videos and files that go along with the videos, you must use this site: http://people.highline.edu/mgirvin/. In addition, all the videos are always at YouTube!! This is a great resource for you in the future for other classes or in your job!			Test 3 sent out about noon on Mon, Mar 17, 2014	