


SCHOOL YEAR 2006/2007 SEMESTER CALENDAR

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SUMMER 2006 (June 12-July 29)		SUMMER 2006 (proposed for extension)	
Week 1 (June 12 – June 17)	Student Planning & Introduction Week <ul style="list-style-type: none"> ▪ MS Word (intro, intermediate, advanced levels) ▪ MS Excel (intro, intermediate, advanced levels) ▪ MS Access (essentials) ▪ MS PowerPoint (essentials) ▪ Internet & Computer Concepts (Student Web pages) 	Week 8 (July 31 – August 5)	Computer Concepts & Windows (Part 1) <ul style="list-style-type: none"> ▪ Computer Systems: hardware & software ▪ Introducing Windows & working with its programs (Notepad, WordPad, Paints, etc.) ▪ Sizing program windows & switching Windows programs
Week 2 (June 19 – June 23)	MS Word Project #1 <ul style="list-style-type: none"> ▪ <i>Production jobs:</i> Creating letters & memos in different styles ▪ <i>Word's concepts:</i> starting & exit MS Word program, inserting & editing text, inserting Date & Time, saving & opening a document, print preview & print options, grammar checking, and more... 	Week 9 (August 7 – August 12)	Computer Concepts & Windows (Part 2) <ul style="list-style-type: none"> ▪ Browsing through files ▪ Working with folders ▪ Moving and copying files ▪ Deleting files and folders
Week 3 (June 26 – July 1)	MS Word Project #2 <ul style="list-style-type: none"> ▪ <i>Production jobs:</i> Creating reports ▪ <i>Word's concepts:</i> Margins, views, zooming, page breaks, selecting text, copy-cut-paste commands, Drag and Drop techniques, line spacing, indenting text, horizontal ruler, paragraph concepts, aligning text and formatting text. 	Week 10 (August 15 – August 20)	Introduction to Internet (Part 1) <ul style="list-style-type: none"> ▪ What is the Internet? ▪ Services on the Internet ▪ Browsing Web pages ▪ Internet Searching Engines ▪ Printing Web pages
Week 4 (July 3 – July 8) <i>Note: No class on Tuesday, 7/4/06</i>	MS Word Project #3 <ul style="list-style-type: none"> ▪ <i>Production jobs:</i> Creating flyers & organizational charts ▪ <i>Word's concepts:</i> Drawing object concepts, WordArt, Drop Caps, Clip art and pictures, object anchors, text boxes, AutoShapes, and more.. 	Week 11 (August 22 – August 26)	Introduction to Internet (Part 2) <ul style="list-style-type: none"> ▪ Shopping online ▪ Online Banking ▪ Email Basics ▪ Webmail Basics
Week 5 (July 10 – July 15)	MS Excel Project #1 <ul style="list-style-type: none"> ▪ <i>Production jobs:</i> Creating simple worksheets ▪ <i>Excel's concepts:</i> Starting Excel, worksheets & workbooks, the highlight, entering & editing data, number entries, aligning cell entries, AutoSum & AutoCalculate, print preview & print options, saving & open workbooks. 	 Information Center	
Week 6 (July 17 – July 22)	MS Excel Project #2 <ul style="list-style-type: none"> ▪ <i>Production jobs:</i> Working with formulas ▪ <i>Excel's concepts:</i> Working with toolbars, the fill handle, formulas, number formats, functions, merging cells, indenting entries, formatting entries, cut-copy-paste commands, zooming, hiding & unhiding rows & column, and more.. 	<ul style="list-style-type: none"> ▪ For enrolling this computer class, is it required to take a typing test? - No. ▪ Will I learn typing in this class? - Yes. ▪ Do I need to be enrolled from the beginning of the semester? -No. <i>It's not necessary. This class is open-entry/open-exit course.</i> ▪ Where can I go to enroll? - <i>You may enroll directly in class with the teacher.</i> ▪ Is there any tuition fee for this class? – No. <i>It's free.</i> ▪ Do I have to purchase the textbook? - No. <i>There are in-class textbooks.</i> ▪ Will I be granted a certificate upon completion? - Yes, you will. ▪ For more information, what telephone number should I call? – <i>You may call Santa Ana College at (714) 241-5700 or (714) 564-5760.</i> ▪ May I contact the instructor (Dr. June Nguyen) via email? – Yes. <i>Her email address is thydung@pacbell.net</i> 	
Week 7 (July 22 – July 29)	MS Excel Project #3 <ul style="list-style-type: none"> ▪ <i>Production jobs:</i> Create an Impact with Charts ▪ <i>Excel's concepts:</i> Chart concepts, chart types (column, bar, line, pie), previewing and printing charts, moving and sizing embedded charts, modifying charts. 		

To improve vocational English skills, ESL students are recommended to enroll into the following “Online VESL” program:

www.CHECLEC.net or www.VESLonline.net