

Assignment Number	Description & Errata	Estimated Time
1.	Read the <a href="#">course syllabus</a> . Send an email to <a href="mailto:trollen@yahoo.com">trollen@yahoo.com</a> . Place BPC110 and your first and last name in the subject line (eg: <b>BPC110- Tom Trollen</b> ). In the message body, state that you have read the syllabus. If you have questions regarding the syllabus, you may include them in the message body or we can discuss them in class. I'll reply with your student code, which you'll need for online grade updates.	
2.	Read/Study <i>Understanding Essential Computer Concepts</i> . Stop at the bottom of page 17.	45
3.	Read/Study <i>Understanding Essential Computer Concepts</i> . Resume at <i>Exploring Data Communications</i> on page 18 and complete the chapter. Answer the <i>Concepts Review</i> questions 1-25 on pages 26-27. Type or write out your answers.	45
4.	Read/Study/Do <i>Getting Started with Windows XP</i> , pages 27-47. Answer the <i>Concepts Review</i> questions 1-28 on pages 48-49. Type or write out your answers.	45
5.	Login to SAM and do training for <i>Windows Unit A</i> .	20
6.	Read/Study/Do <i>Understanding File Management</i> , pages 53-73. Make the following <b>changes</b> : <ul style="list-style-type: none"> <li>• Page 54, step 5: Save the document to your USB Flash drive. If you don't have it, save to your H: drive if you're on campus or to your C: drive if you're working off-campus.</li> <li>• Page 56, step 3: The file will be in the <i>BPC110 Data Files\Windows\UnitB</i> folder on your USB Flash drive (or H: or C:).</li> <li>• Page 54, add new step 10: Click the <i>Print</i> button to print the document.</li> </ul> Answer <i>Concepts Review</i> questions 1-20 on pages 74-75. Type or write out your answers.	45
7.	Login to SAM and do training for <i>Windows Unit B</i> .	20
8.	Do <i>File Management Tutorial</i> at <a href="http://www.scottsdalecc.edu/bpc110">www.scottsdalecc.edu/bpc110</a> .	60
9.	Do <i>Windows Explorer Final Project</i> at <a href="http://www.scottsdalecc.edu/bpc110">www.scottsdalecc.edu/bpc110</a> .	60
10.	Do the <i>Crib Sheet Assignment</i> at <a href="http://www.scottsdalecc.edu/trollen/bpc110/downloads">www.scottsdalecc.edu/trollen/bpc110/downloads</a> .	60
11.	Read/Study/Do <i>Getting Started with Internet Explorer</i> , pages 81-99. Answer <i>Concepts Review</i> questions 1-20 on pages 100-101. Type or write out your answers.	30
12.	Login to SAM and do training for <i>Internet Unit A</i> .	30