



# Lecture & Assignment Schedule

The below schedule is potentially subject to change.

Assignments (Homeworks and MyITLab Lessons) are due on the date listed for all sections. In-class lectures will focus on the topics listed (corresponding with the indicated chapter number) for the date given, as will exam projects.

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
<b>Day 1-5/19</b>	<b>Day 2-5/20</b>	<b>Day 3-5/21</b>	<b>Day 4-5/22</b>	<b>Day 5-5/23</b>
Course Introduction	Tech Intro, Critical Thinking & Research Tools Excel Chapter 1	Excel Chapter 1	Excel Chapter 1 Excel Chapter 2 Critical Thinking & Data Analysis	Excel Chapter 2 Excel Chapter 3
<b>5/26</b>	<b>Day 6-5/27</b>	<b>Day 7-5/28</b>	<b>Day 8-5/29</b>	<b>Day 9-5/30</b>
No Class Memorial Day	MyITLab L. #1 Due Excel Chapter 3 Excel Chapter 4	Excel Chapter 4 Excel Chapter 5	Excel Chapter 5 Excel Chapter 6	HW #1 Due Excel Chapter 6
<b>Day 10-6/2</b>	<b>Day 11-6/3</b>	<b>Day 12-6/4</b>	<b>Day 13-6/5</b>	<b>Day 14-6/6</b>
MyITLab L. #2 Due Excel Chapter 6 Excel Chapter 7	HW #2 Due Excel Chapter 7	Exam #1	Access Chapter 1 Database Concepts	Access Chapter 1
<b>Day 15-6/9</b>	<b>Day 16-6/10</b>	<b>Day 17-6/11</b>	<b>Day 18-6/12</b>	<b>Day 19-6/13</b>
HW #3 Due Access Chapter 2 Supplemental Content	MyITLab L. #3 Due Access Chapter 2	Access Chapter 2	Access Chapter 2 Access Chapter 3	MyITLab L. #4 Due Access Chapter 3
<b>Day 20-6/16</b>	<b>Day 21-6/17</b>	<b>Day 22-6/18</b>	<b>Day 23-6/19</b>	<b>Day 24-6/20</b>
HW #4 Due Access Chapter 3	Access Chapter 3 Access Chapter 4	MyITLab L. #5 Due Access Chapter 4	Exam #2	HW #5 Due Word Chapter 1 Word Chapter 2
<b>Day 25-6/23</b>	<b>Day 26-6/24</b>	<b>Day 27-6/25</b>	<b>Day 28-6/26</b>	<b>Day 29-6/27</b>
MyITLab L. #6 Due MyITLab Late Submission Deadline Word Chapter 4 Additional Content	HW #6 Due PowerPoint Chapter 1 Presentation Design	PowerPoint Chapter 3 Additional Content	Last Day to Drop a Course Problem Solving & Semester Review	HW #7 Due Final Exam

**Assignment Topic Key**

- 1: Microsoft Excel I
- 2: Microsoft Excel II
- 3: Microsoft Excel III

- 4: Microsoft Access I
- 5: Microsoft Access II

- 6: Problem Solving I
- 7: Problem Solving II

**Exam Topic Key**

- 1: Microsoft Excel

- 2: Microsoft Access

- Final: Comprehensive

**MyITLab Lesson Topic Key**

- 1: Excel Chapters 1-4
- 2: Excel Chapters 5-7

- 3: Access Chapters 1-3
- 4: Word Chapters 1-2

- 5: Word Chapters 3-4
- 6: PowerPoint Chapters 1-2