



Lecture & Assignment Schedule

The below schedule is subject to change. Assignments are due as listed for all sections. Exams will be given as shown. In-class lectures will focus on the topics listed for each date.

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Day 1-7/20	Day 2-7/21	Day 3-7/22	Day 4-7/23	Day 5-7/24
Course Introduction	Excel Chapter 1 Excel Chapter 2	Excel Chapter 2 Excel Chapter 3 Excel Chapter 10	HW #1 Due MyITLab L. A Due Excel Chapter 4 Excel Chapter 5 Excel Chapter 7	HW #2 Due Excel Chapter 6 Excel Chapter 9 Excel Chapter 12 Supplemental Content
Scientific Method & Research Tools				
Critical Thinking & Data Analysis				
Office Chapter 1				
Excel Chapter 1				
Day 6-7/27	Day 7-7/28	Day 8-7/29	Day 9-7/30	Day 10-7/31
Exam #1	HW #3 Due Access Chapter 1 Access Chapter 2	MyITLab L. C Due Access Chapter 2	MyITLab Grader Bonus #1 Due Access Chapter 2 Access Chapter 3	HW #4 Due Access Chapter 3 Access Chapter 4
MyITLab L. B Due				
Database Concepts Access Chapter 1				
Day 11-8/3	Day 12-8/4	Day 13-8/5	Day 14-8/6	Day 15-8/7
HW #5 Due Access Chapter 4 Access Chapter 5 Access Chapter 8 Access Chapter 10	Exam #2 MyITLab L. D Due Word Chapter 1 Word Chapter 2 Word Chapter 5 Supplemental Content	MyITLab Grader Bonus #2 Due MyITLab L. E Due Word Chapter 3 Word Chapter 4 Word Chapter 6 Word Chapter 7	MyITLab Late Submission Deadline PowerPoint Chapter 1 PowerPoint Chapter 4 PowerPoint Chapter 7 Supplemental Content	Final Exam HW #6 Due (No Late Submissions) MyITLab Grader Bonus #3 Due

Homework 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

MyITLab Grader Bonus Topic Key

- 1: Microsoft Excel
- 2: Microsoft Access
- 3: Microsoft Word

Exam Topic Key

- 1: Microsoft Excel
- 2: Microsoft Access
- Final: Comprehensive

MyITLab Lesson Topic Key

- A: Excel Chapters 1-3 and 10
- B: Excel Chapters 4-9 and 11-12
- C: Access
- D: Word
- E: PowerPoint