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.

<table>
<thead>
<tr>
<th>MONDAY</th>
<th>TUESDAY</th>
<th>WEDNESDAY</th>
<th>THURSDAY</th>
<th>FRIDAY</th>
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<tbody>
<tr>
<td>Course Introduction</td>
<td>Excel Chapter 1</td>
<td>Excel Chapter 2</td>
<td>HW #1 Due</td>
<td>HW #2 Due</td>
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<tr>
<td>Scientific Method &amp; Research Tools</td>
<td>Excel Chapter 2</td>
<td>Excel Chapter 3</td>
<td>MyITLab L. A Due</td>
<td>Excel Chapter 6</td>
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<tr>
<td>Critical Thinking &amp; Data Analysis</td>
<td>Excel Chapter 10</td>
<td>Excel Chapter 4</td>
<td>Excel Chapter 5</td>
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<tr>
<td>Office Chapter 1</td>
<td>Excel Chapter 7</td>
<td>Excel Chapter 12</td>
<td>Supplemental Content</td>
<td>Excel Chapter 12</td>
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<tr>
<td>Excel Chapter 1</td>
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</tbody>
</table>

Day 6–7/27
Exam #1
MyITLab L. B Due
Dataset Concepts
Access Chapter 1

Day 7–7/28
HW #3 Due
Access Chapter 1
Access Chapter 2

Day 8–7/29
MyITLab L. C Due
Access Chapter 2

Day 9–7/30
MyITLab Grader Bonus #1 Due
Access Chapter 2
Access Chapter 3

Day 10–7/31
HW #4 Due
Access Chapter 3
Access Chapter 4

Day 11–8/3
HW #5 Due
Access Chapter 4
Access Chapter 5
Access Chapter 8

Day 12–8/4
Exam #2
MyITLab L. D Due
Word Chapter 1
Word Chapter 2
Word Chapter 5
Supplemental Content

Day 13–8/5
MyITLab Grader Bonus #2 Due
MyITLab L. E Due
Word Chapter 3
Word Chapter 4
Word Chapter 6
Word Chapter 7

Day 14–8/6
MyITLab Late Submission Deadline
PowerPoint Chapter 1
PowerPoint Chapter 4
PowerPoint Chapter 7
Supplemental Content

Day 15–8/7
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
3: Microsoft Word

**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