



Lecture & Assignment Schedule

The below schedule is subject to change. Homeworks, MyITLab Lessons, and MyITLab Grader Bonus projects are due at 11:59pm Eastern Time on the dates listed below. Exams will be given as shown. In-class lectures will focus on the topics listed for each date.

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Day 1A-8/17	Day 1B-8/18	Day 2A-8/19	Day 2B-8/20	8/21
Course Introduction	Course Introduction	Scientific Method & Research Tools	Scientific Method & Research Tools	
		Office Chapter 1	Office Chapter 1	
		Excel Chapter 1	Excel Chapter 1	
Day 3A-8/24	Day 3B-8/25	Day 4A-8/26	Day 4B-8/27	8/28
Excel Chapter 1	Excel Chapter 1	Critical Thinking & Data Analysis	Critical Thinking & Data Analysis	
		Excel Chapter 1	Excel Chapter 1	
		Excel Chapter 2		
Day 5A-8/31	Day 5B-9/1	Day 6A-9/2	Day 6B-9/3	9/4
Excel Chapter 2	Excel Chapter 2	Excel Chapter 3	Excel Chapter 2	
Excel Chapter 10			Excel Chapter 10	
9/7	Day 7B-9/8	Day 8A-9/9	Day 8B-9/10	9/11
No Class Labor Day	MyITLab L. A Due	Excel Chapter 4	Excel Chapter 4	HW #1 Due
	Excel Chapter 3	Excel Chapter 5	Excel Chapter 5	
Day 9A-9/14	Day 9B-9/15	Day 10A-9/16	Day 10B-9/17	9/18
MyITLab L. B Due	Excel Chapter 5	Excel Chapter 6	Excel Chapter 6	HW #2 Due
Excel Chapter 5	Excel Chapter 7	Excel Chapter 7	Excel Chapter 7	
Excel Chapter 7				
Day 11A-9/21	Day 11B-9/22	Day 12A-9/23	Day 12B-9/24	9/25
Excel Chapter 9	Excel Chapter 9	Database Concepts	Database Concepts	HW #3 Due
Excel Chapter 12	Excel Chapter 12			
Supplemental Content	Supplemental Content			
Day 13A-9/28	Day 13B-9/29	Day 14A-9/30	Day 14B-10/1	10/2
Sections 3, 4, 7, 8, 11, 12, 15, & 19	All TR Sections Exam #1	Sections 3, 4, 7, 8, 11, 12, 15, & 21	Access Chapter 1	MyITLab Grader Bonus #1 Due
Exam #1		Access Chapter 1		
Sections 1, 5, 6, 9, 10, 13, 14, 17, & 19		Sections 1, 5, 6, 9, 10, 13, 14, 17, & 21		
Access Chapter 1		Exam #1		Midpoint of Semester
Day 15A-10/5	Day 15B-10/6	Day 16A-10/7	Day 16B-10/8	10/9
Access Chapter 1	Access Chapter 1	Access Chapter 2	Access Chapter 2	
10/12	10/13	Day 17A-10/14	Day 17B-10/15	
No Class Fall Break	No Class Fall Break	Access Chapter 2	Access Chapter 2	
Day 18A-10/19	Day 18B-10/20	Day 19A-10/21	Day 19B-10/22	10/23
MyITLab L. C Due	Access Chapter 2	Access Chapter 3	Access Chapter 3	Last Day to Drop a Course
Access Chapter 2	Access Chapter 3			
Access Chapter 3				
Day 20A-10/26	Day 20B-10/27	Day 21A-10/28	Day 21B-10/29	10/30
Access Chapter 3	Access Chapter 3	Access Chapter 4	Access Chapter 4	HW #4 Due



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Day 22A-11/2 MyITLab L. D Due Access Chapter 4	Day 22B-11/3 Access Chapter 4	Day 23A-11/4 Access Chapter 5 Access Chapter 8 Access Chapter 10	Day 23B-11/5 Access Chapter 5 Access Chapter 8 Access Chapter 10	11/6 HW #5 Due
Day 24A-11/9 Sections 3, 4, 7, 8, 11, 12, 15, & 19 Exam #2 Sections 1, 5, 6, 9, 10, 13, 14, 17, & 19 Word Chapter 2 Word Chapter 5 Supplemental Content	Day 24B-11/10 All TR Sections Exam #2	Day 25A-11/11 Sections 3, 4, 7, 8, 11, 12, 15, & 21 Word Chapter 2 Word Chapter 5 Supplemental Content Sections 1, 5, 6, 9, 10, 13, 14, 17, & 21 Exam #2	Day 25B-11/12 Word Chapter 2 Word Chapter 5 Supplemental Content	11/13 MyITLab Grader Bonus #2 Due
Day 26A-11/16 MyITLab L. E Due Word Chapter 1 Word Chapter 3	Day 26B-11/17 Word Chapter 1 Word Chapter 3	Day 27A-11/18 Word Chapter 4 Word Chapter 6 Word Chapter 7	Day 27B-11/19 Word Chapter 4 Word Chapter 6 Word Chapter 7	11/20
11/23 No Class Thanksgiving Break	11/24 No Class Thanksgiving Break	11/25 No Class Thanksgiving Break	11/26 No Class Thanksgiving Break	11/27 No Class Thanksgiving Break
Day 28A-11/30 MyITLab Late Submission Deadline PowerPnt Chapter 1	Day 28B-12/1 PowerPnt Chapter 1	Day 29A-12/2 PowerPnt Chapter 4 PowerPnt Chapter 7 Supplemental Content	Day 29B-12/3 PowerPnt Chapter 4 PowerPnt Chapter 7 Supplemental Content	12/4 HW #6 Due MyITLab Grader Bonus #3 Due
Day 30A-12/7 Semester Review Last Day to Withdraw Section 7D1 Final Exam	Day 30B-12/8 Semester Review Section 7D1 Final Exam	12/9 No Class Final Exam Prep	12/10 12/11-12/12 All Other Sections Final Exam See http://cs101.wvu.edu/this-semester/final-exam-schedule/	
12/14	12/15	12/16	All Other Sections Final Exam See http://cs101.wvu.edu/this-semester/final-exam-schedule/	

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

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