



# Lecture & Assignment Schedule

The below schedule is subject to change. Homeworks and MyITLab Lessons 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
<b>Day 1A-8/19</b>	<b>Day 1B-8/20</b>	<b>Day 2A-8/21</b>	<b>Day 2B-8/22</b>	<b>8/23</b>
Course Introduction	Course Introduction	Scientific Method & Research Tools	Scientific Method & Research Tools	
		Office Chapter 1	Office Chapter 1	
		Excel Chapter 1	Excel Chapter 1	
<b>Day 3A-8/26</b>	<b>Day 3B-8/27</b>	<b>Day 4A-8/28</b>	<b>Day 4B-8/29</b>	<b>8/30</b>
Excel Chapter 1	Excel Chapter 1	Critical Thinking & Data Analysis	Critical Thinking & Data Analysis	
		Excel Chapter 1	Excel Chapter 1	
		Excel Chapter 2		
<b>9/2</b>	<b>Day 5B-9/3</b>	<b>Day 6A-9/4</b>	<b>Day 6B-9/5</b>	<b>9/6</b>
<b>No Class Labor Day</b>	<b>MyITLab L. A Due</b>	Excel Chapter 2	Excel Chapter 2	
	Excel Chapter 2	Excel Chapter 3	Excel Chapter 3	
<b>Day 7A-9/9</b>	<b>Day 7B-9/10</b>	<b>Day 8A-9/11</b>	<b>Day 8B-9/12</b>	<b>9/13</b>
Excel Chapter 4	Excel Chapter 4	Excel Chapter 5	Excel Chapter 5	<b>HW #1 Due</b>
		Excel Chapter 6	Excel Chapter 6	
<b>Day 9A-9/16</b>	<b>Day 9B-9/17</b>	<b>Day 10A-9/18</b>	<b>Day 10B-9/19</b>	<b>9/20</b>
Excel Chapter 6	<b>MyITLab L. B Due</b>	Excel Chapter 7	Excel Chapter 7	<b>HW #2 Due</b>
Excel Chapter 7	Excel Chapter 6	Excel Chapter 8	Excel Chapter 8	
	Excel Chapter 7			
<b>Day 11A-9/23</b>	<b>Day 11B-9/24</b>	<b>Day 12A-9/25</b>	<b>Day 12B-9/26</b>	<b>9/27</b>
Excel Chapter 9	Excel Chapter 9	Database Concepts	Database Concepts	<b>HW #3 Due</b>
Excel Chapter 10	Excel Chapter 10			
Supplemental Content	Supplemental Content			
<b>Day 13A-9/30</b>	<b>Day 13B-10/1</b>	<b>Day 14A-10/2</b>	<b>Day 14B-10/3</b>	<b>10/4</b>
<b>Sections 1, 5, 6, 9, 10, 13, 14, 17, &amp; 21</b>	<b>All TR Sections</b>	<b>Sections 1, 5, 6, 9, 10, 13, 14, 17, &amp; 21</b>	Access Chapter 1	<b>Midpoint of Semester</b>
<b>Exam #1</b>	<b>Exam #1</b>	Access Chapter 1		
<b>Sections 3, 4, 7, 8, 11, 12, 15, &amp; 19</b>		<b>Sections 3, 4, 7, 8, 11, 12, 15, &amp; 19</b>		
Access Chapter 1		<b>Exam #1</b>		
<b>Day 15A-10/7</b>	<b>Day 15B-10/8</b>	<b>Day 16A-10/9</b>	<b>Day 16B-10/10</b>	<b>10/11</b>
Access Chapter 2	Access Chapter 2	Access Chapter 2	Access Chapter 2	
<b>10/14</b>	<b>10/15</b>	<b>Day 17A-10/16</b>	<b>Day 17B-10/17</b>	<b>10/18</b>
<b>No Class Fall Break</b>	<b>No Class Fall Break</b>	Access Chapter 3	Access Chapter 3	
<b>Day 18A-10/21</b>	<b>Day 18B-10/22</b>	<b>Day 19A-10/23</b>	<b>Day 19B-10/24</b>	<b>10/25</b>
<b>MyITLab L. C Due</b>	Access Chapter 3	Access Chapter 3	Access Chapter 3	<b>Last Day to Drop a Course</b>
Access Chapter 3				
<b>Day 20A-10/28</b>	<b>Day 20B-10/29</b>	<b>Day 21A-10/30</b>	<b>Day 21B-10/31</b>	<b>11/1</b>
Access Chapter 4	Access Chapter 4	Access Chapter 4	Access Chapter 4	<b>HW #4 Due</b>



# Lecture & Assignment Schedule

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

**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: Office & Excel Chapters 1-4
- B: Excel Chapters 5-10
- C: Access
- D: Word
- E: PowerPoint