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
Day 1–7/1	**Day 2–7/2**	**Day 3–7/3**	**7/4**	**Day 4–7/5**
Course Introduction	Scientific Method & Research Tools Office Chapter 1 Excel Chapter 1	Excel Chapter 1	**No Class Independence Day**	Critical Thinking & Data Analysis Critical Thinking & Data Analysis
Day 5–7/8	**Day 6–7/9**	**Day 7–7/10**	**Day 8–7/11**	**Day 9–7/12**
Excel Chapter 2 Excel Chapter 3	**MyITLab L. A Due** Excel Chapter 4	Excel Chapter 5 Excel Chapter 6	Excel Chapter 6 Excel Chapter 7	**HW #1 Due MyITLab L. B Due** Excel Chapter 7 Excel Chapter 8
Day 10–7/15	**Day 11–7/16**	**Day 12–7/17**	**Day 13–7/18**	**Day 14–7/19**
HW #2 Due Excel Chapter 9 Excel Chapter 10 Supplemental Content	Database Concepts	**Exam #1**	**HW #3 Due** Access Chapter 1	Access Chapter 2
Day 15–7/22	**Day 16–7/23**	**Day 17–7/24**	**Day 18–7/25**	**Day 19–7/26**
MyITLab L. C Due Access Chapter 2	Access Chapter 3	Access Chapter 3	Access Chapter 3	**HW #4 Due Last Day to Drop a Course** Access Chapter 4
Day 20–7/29	**Day 21–7/30**	**Day 22–7/31**	**Day 23–8/1**	**Day 24–8/2**
MyITLab L. D Due Access Chapter 4	Access Chapter 5 Access Chapter 6 Access Chapter 7	**Exam #2**	**HW #5 Due** Word Chapter 2 Word Chapter 5 Supplemental Content	Word Chapter 1 Word Chapter 4
Day 25–8/5	**Day 26–8/6**	**Day 27–8/7**	**Day 28–8/8**	**Day 29–8/9**
MyITLab L. E Due Word Chapter 3	**MyITLab Late Submission Deadline** Word Chapter 6 Word Chapter 7	PowerPoint Chapter 1	**HW #6 Due (No Late Work) Last Day to Withdraw** PowerPnt Chapter 2 PowerPnt Chapter 3 Supplemental Content	**Final Exam**

Homework Topic Key

1: Microsoft Excel I	3: Microsoft Excel III	5: Microsoft Access II
2: Microsoft Excel II	4: Microsoft Access I	6: Problem Solving

Exam Topic Key

1: Microsoft Excel	2: Microsoft Access	Final: Comprehensive

MyITLab Lesson Topic Key

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