



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 |
|--|----------------------------|--|------------------------------------|----------------------------------|
| Day 1A-8/18 | Day 1B-8/19 | Day 2A-8/20 | Day 2B-8/21 | 8/22 |
| 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-8/25 | Day 3B-8/26 | Day 4A-8/27 | Day 4B-8/28 | 8/29 |
| Excel Chapter 1 | Excel Chapter 1 | Critical Thinking & Data Analysis | Critical Thinking & Data Analysis | |
| | | Excel Chapter 1 | Excel Chapter 1 | |
| | | Excel Chapter 2 | | |
| 9/1 | Day 5B-9/2 | Day 6A-9/3 | Day 6B-9/4 | 9/5 |
| No Class Labor Day | Excel Chapter 2 | Excel Chapter 2 | Excel Chapter 2 | |
| | | Excel Chapter 10 | Excel Chapter 10 | |
| Day 7A-9/8 | Day 7B-9/9 | Day 8A-9/10 | Day 8B-9/11 | 9/12 |
| MyITLab L. A Due | Excel Chapter 3 | Excel Chapter 4 | Excel Chapter 4 | HW #1 Due |
| Excel Chapter 3 | | Excel Chapter 5 | Excel Chapter 5 | |
| Day 9A-9/15 | Day 9B-9/16 | Day 10A-9/17 | Day 10B-9/18 | 9/19 |
| 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-9/22 | Day 11B-9/23 | Day 12A-9/24 | Day 12B-9/25 | 9/26 |
| 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-9/29 | Day 13B-9/30 | Day 14A-10/1 | Day 14B-10/2 | 10/3 |
| Sections 3, 4, 7, 8, 11, 12, 15, & 19 | All TR Sections | Sections 3, 4, 7, 8, 11, 12, 15, & 21 | Access Chapter 1 | Midpoint of Semester |
| Exam #1 | 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 | | |
| Day 15A-10/6 | Day 15B-10/7 | Day 16A-10/8 | Day 16B-10/9 | 10/10 |
| Access Chapter 1 | Access Chapter 1 | Access Chapter 2 | Access Chapter 2 | |
| 10/13 | 10/14 | Day 17A-10/15 | Day 17B-10/16 | 10/17 |
| No Class Fall Break | No Class Fall Break | Access Chapter 2 | Access Chapter 2 | |
| Day 18A-10/20 | Day 18B-10/21 | Day 19A-10/22 | Day 19B-10/23 | 10/24 |
| 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-10/27 | Day 20B-10/28 | Day 21A-10/29 | Day 21B-10/30 | 10/31 |
| Access Chapter 3 | Access Chapter 3 | Access Chapter 4 | Access Chapter 4 | HW #4 Due |
| | Access Chapter 4 | | | |



Lecture & Assignment Schedule

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