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

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	