



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
6/30	Day 1-7/1	Day 2-7/2	Day 3-7/3	7/4
No Open Lab	Course Introduction	Critical Thinking & Data Analysis	Excel Chapter 2 Excel Chapter 3	No Open Lab Independence Day
	Scientific Method & Research Tools	Excel Chapter 1		
	Office Chapter 1			
	Excel Chapter 1			
7/7	Day 4-7/8	Day 5-7/9	Day 6-7/10	7/11
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
7/14	Day 7-7/15	Day 8-7/16	Day 9-7/17	7/18
MyITLab L. B Due	Exam #1	HW #3 Due Database Concepts Access Chapter 1	Access Chapter 2	
7/21	Day 10-7/22	Day 11-7/23	Day 12-7/24	7/25
MyITLab L. C Due	Access Chapter 2 Access Chapter 3	Access Chapter 3 Access Chapter 4	Access Chapter 4	HW #4 Due
7/28	Day 13-7/29	Day 14-7/30	Day 15-7/31	8/1
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	
8/4	Day 16-8/5	Day 17-8/6	Day 18-8/7	8/8
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