Lecture & Assignment Schedule

The below schedule is subject to change. Assignments 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
5/18	**Day 1–5/19**	**Day 2–5/20**	**Day 3–5/21**	**5/22**
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 10	
5/25	**Day 4–5/26**	**Day 5–5/27**	**Day 6–5/28**	**5/29**
No Open Lab Memorial Day	**MyITLab L. A Due** Excel Chapter 3 Excel Chapter 10	**HW #1 Due** Excel Chapter 4 Excel Chapter 5 Excel Chapter 7	Excel Chapter 6 Excel Chapter 9 Excel Chapter 12 Supplemental Content	**HW #2 Due**
6/1	**Day 7–6/2**	**Day 8–6/3**	**Day 9–6/4**	**6/5**
MyITLab L. B Due	**Exam #1**	**HW #3 Due** Database Concepts Access Chapter 1	Access Chapter 1 Access Chapter 2	**MyITLab Grader Bonus #1 Due**
6/8	**Day 10–6/9**	**Day 11–6/10**	**Day 12–6/11**	**6/12**
MyITLab L. C Due	Access Chapter 2	Access Chapter 2 Access Chapter 3	Access Chapter 3 Access Chapter 4	**HW #4 Due**
6/15	**Day 13–6/16**	**Day 14–6/17**	**Day 15–6/18**	**6/19**
MyITLab L. D Due	Access Chapter 4 Access Chapter 5 Access Chapter 8 Access Chapter 10	**Exam #2**	**HW #5 Due** Word Chapter 1 Word Chapter 2 Word Chapter 5 Supplemental Content	**MyITLab Grader Bonus #2 Due**
6/22	**Day 16–6/23**	**Day 17–6/24**	**Day 18–6/25**	**6/26**
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 4 PowerPoint Chapter 7 Supplemental Content	**Final Exam**	**HW #6 Due (No Late Submissions)** **MyITLab Grader Bonus #3 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

MyITLab Grader Bonus Topic Key

1: Microsoft Excel	2: Microsoft Access	3: Microsoft Word

Exam Topic Key

1: Microsoft Excel	2: Microsoft Access	Final: Comprehensive

MyITLab Lesson Topic Key

A: Excel Chapters 1-3 and 10	C: Access	E: PowerPoint
B: Excel Chapters 4-9 and 11-12	D: Word	