



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
6/29	Day 1–6/30	Day 2–7/1	Day 3–7/2	7/3
No Open Lab	Course Introduction	Critical Thinking & Data Analysis	Excel Chapter 2 Excel Chapter 10	No Open Lab Independence Day (Observed)
	Scientific Method & Research Tools	Excel Chapter 1		
	Office Chapter 1			
	Excel Chapter 1			
7/6	Day 4–7/7	Day 5–7/8	Day 6–7/9	7/10
	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
7/13	Day 7–7/14	Day 8–7/15	Day 9–7/16	7/17
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
7/20	Day 10–7/21	Day 11–7/22	Day 12–7/23	7/24
MyITLab L. C Due	Access Chapter 2	Access Chapter 2 Access Chapter 3	Access Chapter 3 Access Chapter 4	HW #4 Due
7/27	Day 13–7/28	Day 14–7/29	Day 15–7/30	7/31
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
8/3	Day 16–8/4	Day 17–8/5	Day 18–8/6	8/7
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
- 2: Microsoft Excel II
- 3: Microsoft Excel III
- 4: Microsoft Access I
- 5: Microsoft Access II
- 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
- B: Excel Chapters 4-9 and 11-12
- C: Access
- D: Word
- E: PowerPoint