



# Lecture & Assignment Schedule

The below schedule is potentially subject to change.

Assignments (Homeworks and MyITLab Lessons) are due on the date listed for all sections. In-class lectures will focus on the topics listed (corresponding with the indicated chapter number) for the date given, as will exam projects.

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
<b>Day 1A-1/14</b>	<b>Day 1B-1/15</b>	<b>Day 2A-1/16</b>	<b>Day 2B-1/17</b>	<b>1/18</b>
Course Introduction	Course Introduction	Scientific Method & Research Tools	Scientific Method & Research Tools	
		Office Chapter 1	Office Chapter 1	
		Excel Chapter 1	Excel Chapter 1	
<b>1/21</b>	<b>Day 3B-1/22</b>	<b>Day 4A-1/23</b>	<b>Day 4B-1/24</b>	<b>1/25</b>
No Class M.L. King, Jr. Day	Excel Chapter 1	Critical Thinking & Data Analysis	Critical Thinking & Data Analysis	
		Excel Chapter 1	Excel Chapter 1	
<b>Day 5A-1/28</b>	<b>Day 5B-1/29</b>	<b>Day 6A-1/30</b>	<b>Day 6B-1/31</b>	<b>2/1</b>
MyITLab L. A Due Excel Chapter 1 Excel Chapter 2	Excel Chapter 2	Excel Chapter 2 Excel Chapter 3	Excel Chapter 2 Excel Chapter 3	
<b>Day 7A-2/4</b>	<b>Day 7B-2/5</b>	<b>Day 8A-2/6</b>	<b>Day 8B-2/7</b>	<b>2/8</b>
Excel Chapter 4	Excel Chapter 4	Excel Chapter 5 Excel Chapter 6	Excel Chapter 5 Excel Chapter 6	HW #1 Due
<b>Day 9A-2/11</b>	<b>Day 9B-2/12</b>	<b>Day 10A-2/13</b>	<b>Day 10B-2/14</b>	<b>2/15</b>
MyITLab L. B Due Excel Chapter 6 Excel Chapter 7	Excel Chapter 6 Excel Chapter 7	Excel Chapter 7 Excel Chapter 8	Excel Chapter 7 Excel Chapter 8	HW #2 Due
<b>Day 11A-2/18</b>	<b>Day 11B-2/19</b>	<b>Day 12A-2/20</b>	<b>Day 12B-2/21</b>	<b>2/22</b>
Excel Chapter 9 Excel Chapter 10 Supplemental Content	Excel Chapter 9 Excel Chapter 10 Supplemental Content	Database Concepts	Database Concepts	HW #3 Due
<b>Day 13A-2/25</b>	<b>Day 13B-2/26</b>	<b>Day 14A-2/27</b>	<b>Day 14B-2/28</b>	<b>3/1</b>
<u>Sections 1, 5, 6, 9, 10, 13, 14, 17, &amp; 21</u> <b>Exam #1</b>	<u>All TR Sections</u> <b>Exam #1</b>	<u>Sections 1, 5, 6, 9, 10, 13, 14, 17, &amp; 21</u> Access Chapter 1	Access Chapter 1	Midpoint of Semester
<u>Sections 3, 4, 7, 8, 11, 12, 15, &amp; 19</u> Access Chapter 1		<u>Sections 3, 4, 7, 8, 11, 12, 15, &amp; 19</u> <b>Exam #1</b>		
<b>Day 15A-3/4</b>	<b>Day 15B-3/5</b>	<b>Day 16A-3/6</b>	<b>Day 16B-3/7</b>	<b>3/8</b>
Access Chapter 2	Access Chapter 2	Access Chapter 2	Access Chapter 2	
<b>Day 17A-3/11</b>	<b>Day 17B-3/12</b>	<b>Day 18A-3/13</b>	<b>Day 18B-3/14</b>	<b>3/15</b>
Access Chapter 3	Access Chapter 3	Access Chapter 3	Access Chapter 3	
<b>Day 19A-3/18</b>	<b>Day 19B-3/19</b>	<b>Day 20A-3/20</b>	<b>Day 20B-3/21</b>	<b>3/22</b>
MyITLab L. C Due Access Chapter 3	Access Chapter 3	Access Chapter 4	Access Chapter 4	HW #4 Due Last Day to Drop a Course



# Lecture & Assignment Schedule

3/25	3/26	3/27	3/28	3/29
No Class Spring Break	No Class Spring Break	No Class Spring Break	No Class Spring Break	No Class Spring Break
Day 21A-4/1	Day 21B-4/2	Day 22A-4/3	Day 22B-4/4	4/5
Access Chapter 4	Access Chapter 4	Access Chapter 5 Access Chapter 6 Access Chapter 7	Access Chapter 5 Access Chapter 6 Access Chapter 7	HW #5 Due
Day 23A-4/8	Day 23B-4/9	Day 24A-4/10	Day 24B-4/11	4/12
Sections 1, 5, 6, 9, 10, 13, 14, 17, & 21 Exam #2	All TR Sections Exam #2	Sections 1, 5, 6, 9, 10, 13, 14, 17, & 21 Word Chapter 2 Word Chapter 5 Supplemental Content	Word Chapter 2 Word Chapter 5 Supplemental Content	
Sections 3, 4, 7, 8, 11, 12, 15, & 19 Word Chapter 2 Word Chapter 5 Supplemental Content		Sections 3, 4, 7, 8, 11, 12, 15, & 19 Exam #2		
Day 25A-4/15	Day 25B-4/16	Day 26A-4/17	Day 26B-4/18	4/19
MyITLab L. D Due Word Chapter 1 Word Chapter 4	Word Chapter 1 Word Chapter 4	Word Chapter 3	Word Chapter 3	
Day 27A-4/22	Day 27B-4/23	Day 28A-4/24	Day 28B-4/25	4/26
MyITLab L. E Due Word Chapter 6 Word Chapter 7	Word Chapter 6 Word Chapter 7	PowerPnt Chapter 1	PowerPnt Chapter 1	HW #6 Due
Day 29A-4/29	Day 29B-4/30	Day 30A-5/1	Day 30B-5/2	5/3
MyITLab Late Submission Deadline PowerPnt Chapter 2 PowerPnt Chapter 3 Supplemental Content	PowerPnt Chapter 2 PowerPnt Chapter 3 Supplemental Content	Semester Review Sections 19 & 21 Final Exam	Semester Review Last Day to Withdraw Section 7D1 Ext Lrn Final Exam	Section 7D1 Ext Lrn Final Exam
5/6	5/7	5/8	5/9	5/10-5/11
<b>All Other Sections</b> <b>Final Exam</b> See <a href="http://cs101.wvu.edu/this-semester/final-exam-schedule/">http://cs101.wvu.edu/this-semester/final-exam-schedule/</a> for correct date and time for your section.				

**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 1-4
- B: Excel Chapters 5-10
- C: Access
- D: Word
- E: PowerPoint