



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
Day 1–5/20	Day 2–5/21	Day 3–5/22	Day 4–5/23	Day 5–5/24
Course Introduction	Scientific Method & Research Tools Office Chapter 1 Excel Chapter 1	Excel Chapter 1	Critical Thinking & Data Analysis Excel Chapter 1 Excel Chapter 2	Excel Chapter 2 Excel Chapter 3
5/27	Day 6–5/28	Day 7–5/29	Day 8–5/30	Day 9–5/31
No Class Memorial Day	MyITLab L. A Due Excel Chapter 4	Excel Chapter 5 Excel Chapter 6	Excel Chapter 6 Excel Chapter 7	HW #1 Due MyITLab L. B Due Excel Chapter 7 Excel Chapter 8
Day 10–6/3	Day 11–6/4	Day 12–6/5	Day 13–6/6	Day 14–6/7
HW #2 Due Excel Chapter 9 Excel Chapter 10 Supplemental Content	Database Concepts	Exam #1	HW #3 Due Access Chapter 1	Access Chapter 2
Day 15–6/10	Day 16–6/11	Day 17–6/12	Day 18–6/13	Day 19–6/14
MyITLab L. C Due Access Chapter 2	Access Chapter 3	Access Chapter 3	Access Chapter 3	HW #4 Due Last Day to Drop a Course Access Chapter 4
Day 20–6/17	Day 21–6/18	Day 22–6/19	Day 23–6/20	Day 24–6/21
MyITLab L. D Due Access Chapter 4	Access Chapter 5 Access Chapter 6 Access Chapter 7	Exam #2	HW #5 Due Word Chapter 2 Word Chapter 5 Supplemental Content	Word Chapter 1 Word Chapter 4
Day 25–6/24	Day 26–6/25	Day 27–6/26	Day 28–6/27	Day 29–6/28
MyITLab L. E Due Word Chapter 3	MyITLab Late Submission Deadline Word Chapter 6 Word Chapter 7	PowerPoint Chapter 1	HW #6 Due (No Late Work) Last Day to Withdraw PowerPnt Chapter 2 PowerPnt Chapter 3 Supplemental Content	Final Exam

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