

Week	Material Covered	Assignments
Aug 24-28	Class Orientation and Overview Chapter 1 Chapter 1 / Short Video	
Aug 31- Sep 4	Chapter 2 Chapter 2 Computer Lab Orientation on Friday, Sep 4, Dillard 306 (Mandatory)	<u>BRING KEY CODE FOR SOFTWARE!!!</u>
Sep 7-11	No class - Labor Day Holiday PowerPoint Introduction / Building a Presentation Computer Lab Orientation on Friday, Sep 11, Dillard 306 (Mandatory)	Internet Assignment Due on Wed Sep 9
Sep 14-18	Chapter 3 Chapter 3 Friday - Independent Lab	
Sep 21-25	Lecture Review Chapters 1-3 Video Lecture Exam 1: Fri Sep 25, Dillard 306	MyITLab PowerPoint Training, Chapter 15, Due on Sun, Sep 27
Sep 28-Oct 2	Chapter 4 Chapter 4 PowerPt Exam: Fri, Oct 2, Dillard 306	MyITLab PowerPoint Training, Chapter 16, Due on Thurs, Oct 1 PowerPoint Assignment Due on Fri, Oct 2
Oct 5-9	Chapter 5 Chapter 5 Friday - Independent Lab	PowerPoint make-up exam on Fri, Oct 9, 2:00 in Dillard 306, for students who missed the regular exam

Week	Material Covered	Assignments
Oct 12-16	Chapter 6 Chapter 6 Friday - Independent Lab	MyITLab Word Training, Chapter 5, Due on Thurs, Oct 15
Oct 19-23	Lecture Review Chapters 4-6 Lecture Exam 2: Wed, Oct 21, Dillard 306 Word Exam: Fri, Oct 23 Dillard 306	MyITLab Word Training, Chapter 6, Due on Thurs, Oct 22 Word Assignment Due on Fri, Oct 23
Oct 26-30	Using Excel Chapter 7 Friday - Independent Lab	Word make-up exam on Fri, Oct 30, 2:00 in Dillard 306 for students who missed the regular exam
Nov 2-6	Chapter 7 Chapter 8 Friday - Independent Lab	MyITLab Excel Training, Chapter 9, Due on Sun, Nov 8
Nov 9-13	Chapter 8 Chapter 9 Friday - Independent Lab	"Buy A Computer" Assignment Due on Wed, Nov 11
Nov 16-20	Chapter 9 Intro to Computer Programming Excel Exam: Fri, Nov 20, Dillard 306	MyITLab Excel Training, Chapter 10, Due on Thurs, Nov 19 Excel Assignment Due on Fri, Nov 20
Nov 23-27	Programming in Dillard 306 No classes - Thanksgiving Holiday No classes - Thanksgiving Holiday	
Nov 30 - Dec 4	Programming in Dillard 306 Lecture Review Chapters 7-9 Lecture Exam 3: Fri, Dec 4, Dillard 306	Web Page / Programming Assignment Due on Wed, Dec 2 Excel make-up exam on Fri, Dec 4, 2:00 in Dillard 306 for students who missed the regular exam