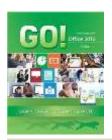# Class Schedule

Instructor: Gina Jerry   **Section:** 7014

The following chart depicts the anticipated class schedule. Schedule may be changed at the discretion of the instructor. <u>All assignments are due by 11:59 p.m. on the due dates listed below.</u>

WEEK	START DATE	TOPIC(S)	ASSIGNMENTS (POINTS)	DUE DATE
1	Monday Feb 6	Getting Started: syllabus, myitlab.com account setup & student data files	Class Discussion (5) Syllabus Quiz (10)	Monday Feb 13
2	Monday Feb 13	Introduction to Windows 10	Windows Quiz (10) Windows Training (10) Windows Exam (25)	Tuesday Feb 21
3	Monday Feb 20	Word 1	Class Discussion (5) Word Ch 1 Read & Do (10) Word Ch 1 Homework (10) Word Ch 1 Quiz (5)	Monday Feb 27
4	Monday Feb 27	Word 2	Word Ch 2 Read & Do (10) Word Ch 2 Homework (10) Word Ch 2 Quiz (5)	Monday Mar 6
5	Monday Mar 6	Word 3 Word Capstone Project	Class Discussion (5) Word Ch 3 Read & Do (10) Word Ch 3 Homework (10) Word Ch 3 Quiz (5) Word Capstone Project (15)	Monday Mar 13
6	Monday Mar 13	Word Training and Exam Excel 1	Word Training (10) Word Exam (25) Excel Ch 1 Read & Do (10) Excel Ch 1 Homework (10) Excel Ch 1 Quiz (5)	Monday Mar 20
7	Monday Mar 20	Excel 2	Class Discussion (5) Excel Ch 2 Read & Do (10) Excel Ch 2 Homework (10) Excel Ch 2 Quiz (5)	Monday Mar 27
8	Monday Mar 27	Excel 3 Excel Capstone Project	Excel Ch 3 Read & Do (10) Excel Ch 3 Homework (10) Excel Ch 3 Quiz (5) Excel Capstone Project (15)	Monday Apr 10
SPRING BREAK (April 1 to April 7)				

WEEK	START DATE	TOPIC(S)	ASSIGNMENTS (POINTS)	DUE DATE
9	Monday Apr 10	Excel Training and Exam Access 1	Excel Training (10) Excel Exam (25) Access Ch 1 Read & Do (10) Access Ch 1 Homework (10) Access Ch 1 Quiz (5)	Monday Apr 17
10	Monday Apr 17	Access 2	Class Discussion (5) Access Ch 2 Read & Do (10) Access Ch 2 Homework (10) Access Ch 2 Quiz (5)	Monday Apr 24
11	Monday Apr 24	Access 3 Access Capstone Project	Access Ch 3 Read & Do (10) Access Ch 3 Homework (10) Access Ch 3 Quiz (5) Access Capstone Project (15)	Monday May 1
12	Monday May 1	Access Training and Exam PowerPoint 1	Access Training (10) Access Exam (25) PowerPoint Ch 1 Read & Do (10) PowerPoint Ch 1 Homework (10) PowerPoint Ch 1 Quiz (5)	Monday May 8
13	Monday May 8	PowerPoint 2	Class Discussion (5) PowerPoint Ch 2 Read & Do (10) PowerPoint Ch 2 Homework (10) PowerPoint Ch 2 Quiz (5)	Monday May 15
14	Monday May 15	PowerPoint 3 PowerPoint Capstone Project	PowerPoint Ch 3 Read & Do (10) PowerPoint Ch 3 Homework (10) PowerPoint Ch 3 Quiz (5) PowerPoint Capstone Project (15)	Monday May 22
15	Monday May 22	PowerPoint Training and Exam Integrated Projects	PowerPoint Training (10) PowerPoint Exam (25) Integrated Projects Read & Do (10) Integrated Projects Homework (25) Integrated Projects Quiz (10)	Tuesday May 30
16	Monday May 29	**Final Exam**	Class Discussion (5) Final Exam Training (10) Final Exam (75)	Friday Jun 2