



CIS 4 – Spring 2017 Class Schedule

Instructor: Gina Jerry **Sections:** 1414 & 1419

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

WEEK	DATE	TOPIC(S)	ASSIGNMENTS (POINTS)	DUE DATE
1	Tues Feb 14	Introduction to Course Introduction to MyITLab		
	Thurs Feb 16	MyITLab Account Setup Student Data Files Introduction to Windows	Syllabus Quiz (10) Windows Training (10)	Tuesday Feb 21
2	Tues Feb 21	Windows continued	Windows Quiz (10)	Thursday Feb 23
	Thurs Feb 23	Word 1	Windows Exam (25)	Monday Feb 27
3	Tues Feb 28	Word 1 continued	Word Ch 1 Read & Do (10)	Thursday Mar 2
	Thurs Mar 2	Word 1 continued	Word Ch 1 Homework (10) Word Ch 1 Quiz (5)	Monday Mar 6
4	Tues Mar 7	Word 2	Word Ch 2 Read & Do (10)	Thursday Mar 9
	Thurs Mar 9	Word 2 continued	Word Ch 2 Homework (10) Word Ch 2 Quiz (5)	Monday Mar 13
5	Tues Mar 14	Word 3	Word Ch 3 Read & Do (10)	Thursday Mar 16
	Thurs Mar 16	No School - Institutional Flex Day	Word Ch 3 Homework (10) Word Ch 3 Quiz (5) Word Capstone Project (15)	Monday Mar 20
6	Tues Mar 21	Excel 1	Word Training (10) Excel Ch 1 Read & Do (10)	Thursday Mar 23
	Thurs Mar 23	Excel 1 continued Word Exam (25)	Excel Ch 1 Homework (10) Excel Ch 1 Quiz (5)	Monday Mar 27
7	Tues Mar 28	Excel 2	Excel Ch 2 Read & Do (10)	Thursday Mar 30
	Thurs Mar 30	Excel 2 continued	Excel Ch 2 Homework (10) Excel Ch 2 Quiz (5)	Monday Apr 3

8	Tues Apr 4	Excel 3	Excel Ch 3 Read & Do (10)	Thursday Apr 6
	Thurs Apr 6	Excel 3 continued	Excel Ch 3 Homework (10) Excel Ch 3 Quiz (5) Excel Capstone Project (15)	Monday Apr 17
	Tues Apr 11	Spring Break		
	Thurs Apr 13	Spring Break		
9	Tues Apr 18	Access 1	Excel Training (10) Access Ch 1 Read & Do (10)	Thursday Apr 20
	Thurs Apr 20	Access 1 continued Excel Exam (25)	Access Ch 1 Homework (10) Access Ch 1 Quiz (5)	Monday Apr 24
10	Tues Apr 25	Access 2	Access Ch 2 Read & Do (10)	Thursday Apr 27
	Thurs Apr 27	Access 2 continued	Access Ch 2 Homework (10) Access Ch 2 Quiz (5)	Monday May 1
11	Tues May 2	Access 3	Access Ch 3 Read & Do (10)	Thursday May 4
	Thurs May 4	Access 3 continued	Access Ch 3 Homework (10) Access Ch 3 Quiz (5) Access Capstone Project (15)	Monday May 8
12	Tues May 9	PowerPoint 1	Access Training (10) PowerPoint Ch 1 Read & Do (10)	Thursday May 11
	Thurs May 11	PowerPoint 1 continued Access Exam (25)	PowerPoint Ch 1 Homework (10) PowerPoint Ch 1 Quiz (5)	Monday May 15
13	Tues May 16	PowerPoint 2	PowerPoint Ch 2 Read & Do (10)	Thursday May 18
	Thurs May 18	Introduction to Project Management	PowerPoint Ch 2 Homework (10) PowerPoint Ch 2 Quiz (5) Project Management Quiz (20)	Monday May 22
14	Tues May 23	PowerPoint 3	PowerPoint Ch 3 Read & Do (10)	Thursday May 25
	Thurs May 25	Integrated Projects	PowerPoint Ch 3 Homework (10) PowerPoint Ch 3 Quiz (5) PowerPoint Capstone Project (15)	Tuesday May 30
15	Tues May 30	Integrated Projects continued	PowerPoint Training (10) Integrated Projects Read & Do (10)	Thursday Jun 1
	Thurs Jun 1	Integrated Projects continued PowerPoint Exam (25)	Integrated Projects Homework (25) Integrated Projects Quiz (10) Final Exam Training (10)	Monday Jun 5
Section 1414: Final Exam (75 pts): Thursday, June 8 from 9:00 a.m. to 11:00 a.m.				
Section 1419: Final Exam (75 pts): Tuesday, June 6 from 12:00 p.m. to 2:00 p.m.				