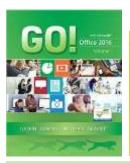
CIS 4 - Spring 2017 Class Schedule







Instructor: Gina Jerry Sections: 1422 & 1423

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	START DATE	TOPIC(S)	ASSIGNMENTS (POINTS)	DUE DATE		
1	Monday Feb 13	Getting Started: syllabus, myitlab.com account setup & student data files	Class Discussion (5) Syllabus Quiz (10)	Tuesday Feb 21		
2	Monday Feb 20	Introduction to Windows 10	Windows Quiz (10) Windows Training (10) Windows Exam (25)	Monday Feb 27		
3	Monday Feb 27	Word 1	Class Discussion (5) Word Ch 1 Read & Do (10) Word Ch 1 Homework (10) Word Ch 1 Quiz (5)	Monday Mar 6		
4	Monday Mar 6	Word 2	Word Ch 2 Read & Do (10) Word Ch 2 Homework (10) Word Ch 2 Quiz (5)	Monday Mar 13		
5	Monday Mar 13	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 20		
6	Monday Mar 20	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 27		
7	Monday Mar 27	Excel 2	Class Discussion (5) Excel Ch 2 Read & Do (10) Excel Ch 2 Homework (10) Excel Ch 2 Quiz (5)	Monday Apr 3		
8	Monday Apr 3	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 17		
SPRING BREAK (April 10 to April 16)						

SPRING BREAK (April 10 to April 16)

WEEK	START DATE	TOPIC(S)	ASSIGNMENTS (POINTS)	DUE DATE
9	Monday Apr 17	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 24
10	Monday Apr 24	Access 2	Class Discussion (5) Access Ch 2 Read & Do (10) Access Ch 2 Homework (10) Access Ch 2 Quiz (5)	Monday May 1
11	Monday May 1	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 8
12	Monday May 8	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 15
13	Monday May 15	PowerPoint 2 Introduction to Project Management	Class Discussion (5) PowerPoint Ch 2 Read & Do (10) PowerPoint Ch 2 Homework (10) PowerPoint Ch 2 Quiz (5) Project Management Quiz (20)	Monday May 22
14	Monday May 22	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)	Tuesday May 30
15	Monday May 29	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)	Monday Jun 5
16	Monday Jun 5	Final Exam	Class Discussion (5) Final Exam Training (10) Final Exam (75)	<mark>Friday</mark> Jun 9