



CIS 4 – Summer 2017 Class Schedule

Instructor: Gina Jerry **Sections:** 1138 & 1139

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)	DUE DATE
1	Monday June 19	Getting Started: syllabus, myitlab.com account setup & student data files Introduction to Windows 10	Sunday June 25
2	Monday June 26	Microsoft Word – Chapters 1 to 3 Word Capstone Project and Exam	Sunday July 2
3	Monday July 3	Microsoft Excel – Chapters 1 to 3 Excel Capstone Project and Exam	Sunday July 9
4	Monday July 10	Microsoft Access – Chapters 1 to 3 Access Capstone Project and Exam	Sunday July 16
5	Monday July 17	Microsoft PowerPoint – Chapters 1 to 3 PowerPoint Capstone Project and Exam	Sunday July 23
6	Monday July 24	Introduction to Project Management Integrated Projects Chapter Final Exam	Friday July 28*

***Important Note:** All Week 6 assignments are due on Friday, July 28 – the last day of the summer session.