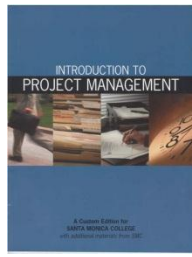
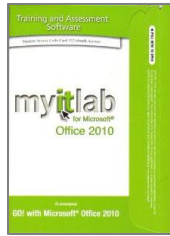


CIS 4 – Spring 2012 Class Schedule



GO! WINDOWS 7, Introductory, GO! with Microsoft Office 2010 Volume 1, myitlab access code, and Custom Project Management Textbook
ISBN: 1-2564-4315-8

Instructor: Gina Jerry **Section:** 1380

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)	DUE DATE
1	Tues Feb 14	Introduction to Course	Monday Feb 20
	Thurs Feb 16	Getting Started: student data files, our class website and myitlab.com	
2	Tues Feb 21	Windows 7 Chapter 1	Monday Feb 27
	Thurs Feb 23	Windows 7 Chapter 2	
3	Tues Feb 28	Windows 7 Chapter 3A and 4A	Monday Mar 5
	Thurs Mar 1	Introduction to Project Management	
4	Tues Mar 6	Windows 7 Exam	Monday Mar 12
	Thurs Mar 8	Common Features of Microsoft Office	
5	Tues Mar 13	Word 1	Monday Mar 19
	Thurs Mar 15	No School - Institutional Flex Day	
6	Tues Mar 20	Word 2	Monday Mar 26
	Thurs Mar 22	Word 3	
7	Tues Mar 27	Word Capstone Project and Exam	Monday Apr 2
	Thurs Mar 29	Excel 1	
8	Tues Apr 3	Excel 2	Monday Apr 9
	Thurs Apr 5	Excel 3	

	Tues Apr 10	Spring Break	
	Thurs Apr 12	Spring Break	
9	Tues Apr 17	Excel Capstone Project	Monday Apr 23
	Thurs Apr 19	Excel Exam	
10	Tues Apr 24	Access 1	Monday Apr 30
	Thurs Apr 26	Access 2	
11	Tues May 1	Access 3	Monday May 7
	Thurs May 3	Access Capstone Project	
12	Tues May 8	Access Exam	Monday May 14
	Thurs May 10	PowerPoint 1	
13	Tues May 15	PowerPoint 2	Monday May 21
	Thurs May 17	PowerPoint 3	
14	Tues May 22	PowerPoint Capstone Project	Monday May 28
	Thurs May 24	PowerPoint Exam	
15	Tues May 29	Integrated Projects	Monday Jun 4
	Thurs May 31	Review for final exam	
16	Thurs Jun 7	Final Exam 9:30 a.m. to 11:00 a.m.	