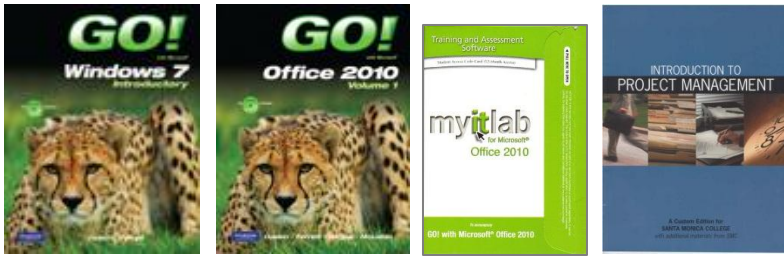


CIS 4 – Spring 2012 Class Schedule



*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 **Sections:** 1386 & 1387

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 Mar 5	Introduction to Course Getting Started: student data files, our class website and myitlab.com Windows 7 Chapter 1	Monday Mar 12
2	Monday Mar 12	Windows 7 Chapter 2 Windows 7 Chapter 3A and 4A	Monday Mar 19
3	Monday Mar 19	Windows 7 Exam Introduction to Project Management	Monday Mar 26
4	Monday Mar 26	Common Features of Microsoft Office Word 1	Monday Apr 2
5	Monday Apr 2	Word 2 Word 3	Monday Apr 9
SPRING BREAK (April 9 to April 15)			
6	Monday Apr 16	Word Capstone Project and Exam Excel 1	Monday Apr 23
7	Monday Apr 23	Excel 2 Excel 3	Monday Apr 30
8	Monday Apr 30	Excel Capstone Project and Exam Access 1	Monday May 7
9	Monday May 7	Access 2 Access 3	Monday May 14
10	Monday May 14	Access Capstone Project and Exam PowerPoint 1	Monday May 21
11	Monday May 21	PowerPoint 2 PowerPoint 3	Monday May 28
12	Monday May 28	PowerPoint Capstone Project and Exam Integrated Projects Final Exam	Monday Jun 4