

ITSC 1309 (BCIS 1301)
Integrated Software (Microcomputer) Applications
Internet

Course Assignments

Week	Reading Assignment	Homework Assignment	Test Information
1 Jan 15 (MLK Holiday is Jan 16)	Office 2010 and Windows 7	Intro & Win 7 Review Questions due Jan 22 by 11:59 pm.	None
2 Jan 22	Start Word Chap 1	Tutorial for Project 1 (pages WD 1-53), SAM Word Proj. 1, and WD Chap 1 Review Questions due Jan 29 by 11:59 pm.	None
3 Jan 29	Start Word Chap 2	Tutorial for Project 2 (pages WD65-125), SAM Word Proj. 2, and WD Chap 2 Review Questions due Feb 5 by 11:59 pm.	None
4 Feb 5	Start Word 3	Tutorial for Project 3 (pages WD137-190), SAM Word Proj. 3, and WD Chap 3 Review Questions due Feb 12 by 11:59 pm.	None
5 Feb 12	None	Finish Word Study for exam	Word Test: Part 1 and Part 2 due by 11:59 pm on Feb 15
6 Feb 19	Start Excel Chap 1	Tutorial for Project 1 (pages EX1-53), SAM Excel Proj. 1, and EX Chap 1 Review Questions due Feb 26 by 11:59 pm.	None
7 Feb 26	Start Excel Chap 2	Tutorial for Project 2 (pages EX65-121), SAM Excel Proj. 2, and EX Chap 2 Review Questions due Mar 4 by 11:59 pm.	None
8 Mar 4 (Spring Break is from Mar 12-16)	Start Excel Chap 3	Tutorial for Project 3 (pages EX137-203), SAM Excel Proj. 3, and EX Chap 3 Review Questions due Mar 18 by 11:59 pm.	None
9 Mar 18	None	Finish Excel Study for exam	Excel Test: Part 1 and Part 2 due by 11:59 pm on Mar 21

10 Mar 25	Start Access Chap 1	Tutorial for Project 1 (pages AC1-63), SAM Access Proj 1, and AC Chap 1 Review Questions due Apr 1 by 11:59 pm.	None
11 Apr 1	Start Access Chap 2	Tutorial for Project 2 (pages AC71-128), SAM Access Proj. 2, and AC Chap 2 Review Questions due Apr 8 by 11:59 pm.	None
12 Apr 8	None	Finish Access Study for exam	Access Test: Part 1 and Part 2 due by 11:59 pm on Apr 11.
13 Apr 15	Start Power Point Chap 1	Tutorial for Project 1 (pages PP1-54), SAM PPT Proj. 1, and PPT Chap 1 Review Questions due Apr 22 by 11:59 pm.	
14 Apr 22	Start Power Point Chap 2	Tutorial for Project 2 (pages PP73-122), SAM PPT Proj. 2, and PPT Chap 2 Review Questions due Apr 29 by 11:59 pm.	None
15 Apr 29		Finish Power Point Study for exam	None
16 May 6	Last Exam Week		Power Point Test: Part 1 and Part 2 due by 11:59 pm by May 6.