

ITSC 1309 (BCIS 1301 and COSC 1301)
Integrated Software (Microcomputer) Applications
Web Enhanced

Course Assignments

Week	Reading Assignment	Homework Assignment	Test Information
1 August 24	Intro to Computers Appendix F (Windows XP)	Intro & MS Win XP Review Questions due August 31 by 9:30 am.	None
2 August 31	Start Word Chap 1	In the Lab, Prob 1, pg WD 67 and WD Chap 1 Review Questions due Sept 9 by 9:30 am.	None
3 September 7 (Labor Day Holiday is September 7)	Start Word Chap 2	In the Lab, Prob 1, pg. WD 138 and WD Chap 2 Review Questions due Sept 16 by 9:30 am.	None
4 September 14	Finish Word 2 Start Word 3	In the Lab, Prob 1, pg WD 209 and WD Chap 3 Review Questions due Sept 23 by 9:30 am.	None
5 September 21	Finish Word 3 Word Exam	Finish Word Study for exam	Intro/Word Test: Part 1 on Sept 23
6 September 28	Word Hands-on Exam Start Excel Chap 1	In the Lab, Prob 1, pg. EX 74 and EX Chap 1 Review Questions due Oct 7 by 9:30 am.	Word Exam: Part 2 (Hands-on) on Sept 28
7 October 5	Continue Excel Chap 1 Start Excel Chap 2	In the Lab, Prob 1, pg. EX 149 and EX Chap 2 Review Questions due Oct 14 by 9:30 am.	None
8 October 12	Continue Excel Chap 2 Start Excel Chap 3	In the Lab, Prob 1, pg EX 233 and EX Chap 3 Review Questions due Oct 26 by 9:30 am.	None
9 October 19	Continue Excel Chap 3	Finish Excel Study for exam	None
10 October 26	Excel Exams		Excel Test: Part 1 on Oct 26 and Part 2 on Oct 28.
11 November 2	Start Access Chap 1	In the Lab, Prob 1, pg. AC 67 and AC Chap 1 Review Questions due Nov 9 by 9:30 am.	None

12 November 9	Start Access Chap 2	In the Lab, Prob 1, pg. AC 131 and AC Chap 2 Review Questions due Nov 16 by 9:30 am.	
13 November 16	Access Exams		Access Test: Part 1 on Nov 16 and Part 2 on Nov 18.
14 November 23 (Thanksgiving Holiday is from Nov. 25-27)	Start Power Point Chap 1	In the Lab, Prob 1, pg. PPT 69 and PP Chap 1 Review Questions due Nov 30 by 9:30 am.	None
15 November 30	Start Power Point Chap 2	In the Lab, Prob 1, pg. PPT 136 and PP Chap 2 Review Questions due Dec 2 by 9:30 am.	PowerPoint Test: Part 2 on Dec
16 December 7	Last Exam Week	Our final is on December 9 from 8:00-10:00am.	PowerPoint Test: Part 1 on Dec 9.