

ITSC 1309 (BCIS 1301)
Integrated Software (Microcomputer) Applications
Web Enhanced
Course Assignments

Week	Reading Assignment	Homework Assignment	Test Information
1 Jan. 16 (MLK Holiday is Jan 16)	Office 2010 and Windows 7	Intro & Win 7 Review Questions due Jan 24 by 9:30 am.	None
2 Jan. 23	Start Word Chap 1	Tutorial for Project 1 (pages WD 5-62), SAM Word Proj. 1, and Chap 1 Review Questions due Jan 31 by 9:30 am.	None
3 Jan. 30	Start Word Chap 2	Tutorial for Project 2 (pages WD73-132), SAM Word Proj. 2, and WD Chap 2 Review Questions due Feb. 7 by 9:30 am.	None
4 Feb 6	Finish Word 2 Start Word 3	Tutorial for Project 3 (pages WD145-204), SAM Word Proj. 3, and WD Chap 3 Review Questions due Feb. 45 by 9:30 am.	None
5 Feb. 13	Word Written Exam Word Hands-on Exam	Finish Word Study for exam	Intro/Word Test: Part 1 on Feb. 14 Word Exam: Part 2 (on SAM) on Feb. 16
6 Feb. 20	Start Excel Chap 1	Tutorial for Project 1 (pages EX1-69), SAM Excel Proj. 1, and EX Chap 1 Review Questions due Feb 28 by 9:30 am.	
7 Feb. 27	Start Excel Chap 2	Tutorial for Project 2 (pages EX81-144), SAM Excel Proj. 2, and EX Chap 2 Review Questions due Mar. 8 by 9:30 am.	None
8 Mar. 5 (Spring Break is Mar.12-16)	Start Excel Chap 3	Tutorial for Project 3 (pages EX161-228), SAM Excel Proj. 3, and EX Chap 3 Review Questions due Mar. 6 by 9:30 am.	None
9 Mar. 19	Excel Written Exam Excel Hands-on Exam	Finish Excel	Excel Test: Part 1 on Mar. 20 Excel Test: Part 2 (on SAM) on Mar. 22

10 Mar.26	Start Access Chap 1	Tutorial for Project 1 (pages AC1-64), SAM Access Proj 1, and AC Chap 1 Review Questions due Apr. 3 by 9:30 am.	
11 Apr. 2	Start Access Chap 2	Tutorial for Project 2 (pages AC71-127), SAM Access Proj. 2, and AC Chap 2 Review Questions due Apr. 10 by 9:30 am.	None
12 Apr. 9	Access Written Exam Access Hands-on Exam		Access Test: Part 1 due Apr. 10 Access Test: Part 2 (on SAM) due Apr. 12
13 Apr. 16	Start Power Point Chap 1	Tutorial for Project 1 (pages PP1-65), SAM PPT Proj. 1, and PPT Chap 1 Review Questions due Apr. 24 by 9:30 am.	
14 Apr. 23	Start Power Point Chap 2	Tutorial for Project 2 (pages PP81-131), SAM PPT Proj. 2, and PPT Chap 2 Review Questions due May 1 by 9:30 am.	
15 Apr 30 (May 3 is Dead Day)	Power Point Written Exam		PowerPoint Test: Part 1 due May 1
16 May 7	Power Point Hands-on Exam	Our final is on May 12 from 8:00-10:00am.	PowerPoint Test: Part 2 (on SAM) due May 10.