

Tuesday	Thursday
<p>May 20 <u>Classroom Discussion:</u> Course overview Expectations TIA Chapter 1 <u>In Class Activities:</u> MyITLab/Pearson text issues <u>Assignments:</u> Chapter 1 Crossword Pre-Crime Invention</p>	<p>May 22 <u>Classroom Discussion:</u> Evolution of the PC Word Chapter 1 <u>In Class Activities:</u> Word Chapter 1 Skill Based Training Word Chapter 1 Exam Scenarios <u>Assignments Due:</u> Pre-crime Invention discussion Crossword Puzzle <u>Assignments:</u> Non-computing careers Word Chapter 1 Grader Assessment</p>
<p>May 27 <u>Classroom Discussion:</u> Web site evaluation Word Chapter 2 <u>In Class Activities:</u> TIA Chapter 1 Quiz Web Site Evaluation Non-computing Careers mini-presentation Word Chapter 2 Skill Based Training Word Chapter 2 Exam Scenario <u>Assignments Due:</u> Word Chapter 1 Grader Assessment Non-Computing Careers <u>Assignments:</u> Word Chapter 2 Grader Assessment Read and outline TIA Chapter 3</p>	<p>May 29 <u>Classroom Discussion:</u> TIA Chapter 3 Word Chapter 3 <u>In Class Activities:</u> Word Chapter 3 Skills Based Training Word Chapter 3 Exam Scenario <u>Assignments Due:</u> Chapter 3 Outline Word Chapter 2 Grader Assessment <u>Assignments:</u> Word Chapter 3 Grader Assessment Read and Outline TIA Chapter 2</p>

Tuesday	Thursday
<p>Jun 3 <u>Classroom Discussion:</u> TIA Chapter 2 <u>In Class Activities:</u> Chapter 3 Quiz Word Chapter 4 Skills Based Training Word Chapter 4 Exam Scenario <u>Assignments Due:</u> TIA Chapter 2 Outline Word Chapter 3 Grader Assessment <u>Assignments:</u> Word Chapter 4 Grader Assessment</p>	<p>Jun 5 <u>In Class Activities:</u> Hardware Lab TIA Chapter 2 Quiz Wiki creation <u>Assignments Due:</u> Word Chapter 4 Grader Assessment <u>Assignments:</u> Hardware Lab Report Wiki creation</p>
<p>Jun 10 <u>Classroom Discussion:</u> PowerPoint 1 <u>In Class Activities:</u> Test 1 PowerPoint 1 Skill Based Training PowerPoint 1 Exam Scenario <u>Assignments:</u> PowerPoint 1 Grader Assessment <u>Assignments Due:</u></p>	<p>Jun 12 <u>Classroom Discussion:</u> PowerPoint 2 PowerPoint 3 <u>In Class Activities:</u> Word Common Assessment <u>Assignment:</u> PowerPoint 2 Grader Assessment PowerPoint 3 Grader Assessment TIA Chapter 4 reading and outline TIA Chapter 4 Active Help Desk (MyITLab) TIA Chapter 4 Sound Bytes (MyITLab) TIA Chapter 4 End of Chapter Quiz <u>Assignments Due:</u> Wiki assignment PowerPoint 1 Grader Assessment Mid-Term Grades Posted - June 20</p>

Tuesday	Thursday
<p>Jun 17</p> <p><u>Classroom Discussion:</u> PowerPoint 4 TIA Chapter 4</p> <p><u>In Class Activities:</u> PowerPoint Chapter 4 Skill Based Training PowerPoint Chapter 4 Exam Scenario</p> <p><u>Assignment:</u> PowerPoint Chapter 4 Grader Assessment Excel Chapter 1 End of Chapter Quiz Excel Chapter 1 Exam Scenario</p> <p><u>Assignments Due:</u> Hardware Lab report due TIA Chapter 4 Active Help Desk and Sound Bytes screenshots TIA Chapter 4 Outline TIA Chapter 4 End of Chapter Quiz PowerPoint 2 Grader Assessment PowerPoint 3 Grader Assessment</p>	<p>Jun 19</p> <p><u>Classroom Discussion:</u> Excel 1</p> <p><u>In Class Activities:</u> TIA Chapter 4 Quiz</p> <p><u>Assignment:</u> Excel Chapter 1 Grader Assessment Excel Chapter 2 End of Chapter Quiz Excel Chapter 2 Exam Scenario Read and outline TIA Chapter 5 TIA Chapter 5 Active Help Desk (MyITLab) TIA Chapter 5 Sound Bytes (MyITLab) TIA Chapter 5 End of Chapter Quiz</p> <p><u>Assignments Due:</u> PowerPoint 4 Grader Assessment Excel Chapter 1 End of Chapter Quiz Excel Chapter 1 Exam Scenario</p>

Tuesday	Thursday
<p>Jun 24</p> <p><u>Classroom Discussion:</u> TIA Chapter 5 Excel Chapter 2</p> <p><u>In Class Activities:</u> PowerPoint Common Assessment</p> <p><u>Assignment:</u> Excel 2 Grader Assessment Excel Chapter 3 End of Chapter Quiz Excel Chapter 3 Exam Scenario</p> <p><u>Assignments Due:</u> Excel Chapter 2 End of Chapter Quiz Excel Chapter 2 Exam Scenario Excel Chapter 1 Grader Assessment TIA Chapter 5 Outline TIA Chapter 5 Active Helpdesk and Sound Bytes Screenshots TIA Chapter 5 End of Chapter Quiz</p>	<p>Jun 26</p> <p><u>Classroom Discussion:</u> Excel Chapter 3 TIA Chapter 7</p> <p><u>In Class Activities:</u> TIA Chapter 5 Quiz</p> <p><u>Assignment:</u> Excel Chapter 3 Grader Assessment Excel 4 End of Chapter Quiz Excel 4 Exam Scenario</p> <p><u>Assignments Due:</u> Excel Chapter 2 Grader Assessment Excel Chapter 3 Exam Scenario Excel Chapter 3 End of Chapter Quiz TIA Chapter 7 outline</p>
<p>Jul 1 No Class</p>	<p>Jul 3 No Class</p>

Tuesday	Thursday
<p>Jul 8 <u>Classroom Discussion:</u> Excel Chapter 4 TIA Chapter 9 Intro to Databases <u>In Class Activities:</u> Excel Chapter 4 Skill Based Training Excel Chapter 4 Exam Scenario <u>Assignment:</u> Access Chapter 1 End of Chapter Quiz Access Chapter 1 Exam Scenario Excel Chapter 4 Grader Assessment <u>Assignments Due:</u> Excel Chapter 3 Grader Assessment Excel Chapter 4 Exam Scenario Excel Chapter 4 End of Chapter Quiz TIA Chapter 9 outline</p>	<p>Jul 10 <u>Classroom Discussion:</u> Access Chapter 1 <u>In Class Activities:</u> Chapter 7 Quiz TIA Chapter 9 Quiz Access 1 Skill Based Training Access 1 Exam Scenario <u>Assignment:</u> Access Chapter 2 End of Chapter Quiz Access Chapter 2 Exam Scenario Access 1 Grader Assessment <u>Assignments Due:</u> Excel Chapter 4 Grader Assessment Access Chapter 1 End of Chapter Quiz Access Chapter 1 Exam Scenario</p>
<p>Jul 15 <u>In Class Activities:</u> Test 2 Excel Common Assessment <u>Assignments Due:</u> Access Grader Assessment 1</p>	<p>Jul 17 <u>Classroom Discussion:</u> Review <u>In Class Activities:</u> Access Common Assessment</p>
<p>July 22-24 Final TBA</p>	