

## Summer 2010 Tentative Schedule (2010/07/01)

### BUS 140

Session	Date	TOPICS (Textbook Chapters)
1	Jul 05, 2010	Lab Orientation Hardware/Software/File Management College Network/Data Files MYITLab Excel Intro--Excel Chapter1 & Excel Chapter 2
2	Jul 07, 2010	File Management Hardware/Software Excel Chapter 1 Excel Chapter 2
3	Jul 12, 2010	Hardware/Software Excel Chapter 2
4	Jul 14, 2010	Excel Chapter 3 Review Exercise
5	Jul 19, 2010	IT Infrastructure--Laudon Chapter 5 & Chapter 7 at end of text Excel Data Management--Excel Chapter 4 & Excel Chapter 5
6	Jul 21, 2010	<b>Hardware/Software/File Management Exam (5%)</b> <b>Excel Exam 1--Chapters 1-3 (15%)</b>
7	Jul 26, 2010	Excel Chapter 6 Excel Chapter 7 IT Infrastructure
8	Jul 28, 2010	PowerPoint Chapter 1 PowerPoint Chapter 2
9	Aug 02, 2010	BC Day--No Class
10	Aug 04, 2010	<b>Excel Exam 2 (15%)</b> <b>IT Infrastructure (5%)</b>
11	Aug 09, 2010	PowerPoint Chapter 1 PowerPoint Chapter 2 Linking and Embedding Integration Project assigned
12	Aug 11, 2010	Word Chapter 1 Word Chapter 2 Word Chapter 3
13	Aug 16, 2010	<b>Integration Project (PowerPoint Take Home Exam) due at 5:50pm (10%)</b> Word Chapter 1 Word Chapter 2 Word Chapter 3
14	Aug 18, 2010	Word Review <b>Word Exam (10%)</b>