

SPRING 2019					
MINF 2201		This Course Schedule is Subject to CHANGE at ANY TIME. Check Online Lab Announcements for updates			
All Dates are Tues/Thurs		ALL STUDENTS WILL BE DROPPED FROM THE COURSE IF HE/SHE DOES NOT: 1. Register in the Pearson lab (MyPearsonlabs.com) (Trial Registration is available) 2. Complete the Orientation Quiz with a grade of 90% or better within the FIRST WEEK OF CLASSES			
Class Week	Tues/Thurs Dates	MODULE	Course Content - Reading Material	Course Assignments Evaluated Deliverables - Items Due	Related Labs and Seminars
	8-Jan-19				
Wk 1	10-Jan-19	Orientation	Register in Online Lab/ Orientation Syllabus		Course Orientation: See D2L Announcements
	15-Jan-19	WORK AHEAD	Course Syllabus / Policies / Overview of Material	LATE ASSIGNMENTS ARE NOT ACCEPTED - NO EXCEPTIONS Use This Opportunity to Get Ahead in Assignments	Email Professor for Assistance
Wk 2	17-Jan-19				
	22-Jan-19	Basics	Office Common Features	Office Common Features End of Chapter Quiz	
Wk 3	24-Jan-19	Word	GO!: Word: Ch1	Ch Simulations Exam	Ch Simulation Trainer
	29-Jan-19			Chapter Grader Project	
Wk 4	31-Jan-19		GO!: Word: Ch2	Ch Simulations Exam	Ch Simulation Trainer
	5-Feb-19			Chapter Grader Project	
Wk 5	7-Feb-19		GO!: Word: Ch3	Ch Simulations Exam	Ch Simulation Trainer
	12-Feb-19			Chapter Grader Project, Word Capstone Grader Project (Wed)	
Wk 6	14-Feb-19	Excel	GO!: Excel: Ch1	Ch Simulations Exam	Ch Simulation Trainer
	19-Feb-19			Chapter Grader Project	
Wk 7	21-Feb-19		GO!: Excel: Ch2	Ch Simulations Exam	Ch Simulation Trainer
	26-Feb-19			Chapter Grader Project	
Wk 8	28-Feb-19		GO!: Excel: Ch3	Ch Simulations Exam	Ch Simulation Trainer; MIDTERM DECISION DATE
	5-Mar-19			Chapter Grader Project	
Wk 9	7-Mar-19	Spring Pause		Use This Opportunity to Get Ahead in Assignments	
	12-Mar-19		GO!: Integrated Topics	Ch2 Advanced Grader Project	
Wk 10	14-Mar-19			Ch3 Advanced Grader Project; Excel Capstone Grader Project (Fri)	
	19-Mar-19	PowerPoint	GO!: PowerPoint: Ch1	Ch Simulations Exam	Ch Simulation Trainer
Wk 11	21-Mar-19			Chapter Grader Project	
	26-Mar-19		GO!: PowerPoint: Ch2	Ch Simulations Exam	Ch Simulation Trainer
Wk 12	28-Mar-19			Chapter Grader Project	
	2-Apr-19		GO!: PowerPoint: Ch3	Ch Simulations Exam	Ch Simulation Trainer
Wk 13	4-Apr-19			Chapter Grader Project; PowerPoint Capstone Grader Project (Fri)	
	9-Apr-19		SPRING BREAK - MASTERS WEEK	SPRING BREAK - MASTERS WEEK	SPRING BREAK - MASTERS WEEK
Wk 14	11-Apr-19		SPRING BREAK - MASTERS WEEK	SPRING BREAK - MASTERS WEEK	SPRING BREAK - MASTERS WEEK
	16-Apr-19	Foundations	TIA: Hardware (Ch2, Ch6, Ch8)	End of Chapter Quizzes	
Wk 15	18-Apr-19		TIA: Software (Ch4, Ch5, Ch11)	for all chapters	
	23-Apr-19	Personal Use	TIA: Internet and Networking (Ch7, Ch9, Ch12)	End of Chapter Quizzes and Focus on IT Careers	
Wk 16	25-Apr-19	Social Netwk	TIA: Email, Ethics, Etiquette (Ch3, Ch13, IT Careers)	for all chapters	
	30-Apr-19		You are done!		Check your final grade within the lab
Wk 17	2-May-19			NO FINAL EXAM FOR THIS COURSE	
FIRST DAY OF CLASSES: Jan 7 DROP/ADD DATES: January 7-11 MIDTERM DATE: Feb 28 LAST DAY OF CLASSES: May 1 FINAL EXAM DATES: May 3, 6-9 MINF MIDTERM EXAM: None MINF FINAL EXAM: None GRADUATION: May 10			ALL ASSIGNMENTS ARE DUE at 5:00PM. Assignments Submitted at 5:00:01 are Late and are Not Graded Without an Email Request from the Student. Assignments Submitted after 5:01:00 are Late and Will Not be Graded. COLORED/BOLDED CELLS = WORK AHEAD TIME On Weeks Without Due Dates, ALL Students Should Work Ahead of the Deadlines to Prevent Late Assignments. DO NOT WAIT until the Due Date to Begin Assignments. Each Chapter should take between 7-10 Hours to complete. TIME MANAGEMENT is the Student's Responsibility Poor Time Management WILL NOT Constitute an Emergency for or a Deadline Extension from the Professor. LATE ASSIGNMENTS ARE NOT ACCEPTED		
HOLIDAY'S:			MLK: Jan 21 Spring Pause: March 7-8 Masters: April 8-12 Grades entered by Midnight May 10		