

| ITCS 1010 COMPUTER AND INFORMATION PROCESSING PRINCIPLES | | | |
|---------------------------------------------------------------------------------------|----|----------------------------------------------------------------|---------------------|
| Tentative schedule TIA=Technology in Action read chapters before lectures and quizzes | | | |
| 2016 | | Main Topics/Demos | are 100 possible |
| Aug 22 | 1 | Orientation, basic computer notes 1 Introductions DID YOU KNOW | Points each |
| w24 | 2 | REVIEW, WIN10, name sign ADVANCED SEARCH | POINTS |
| | | Assignment Finding Information on the WWW by e-mail | Results by e-mail |
| 29 | 3 | OFFICE COMMON FEATURES MYITLAB | |
| w31 | 4 | TIA CH 1 Note these TIA Quizzes are very easy and quick. | Easy TIA 1 Quiz |
| Sept 5 | | NO CLASSES | |
| w7 | 5 | 2016 Word 1 | Word Grader 1 |
| 12 | 6 | TIA CH 2 possible easy review quizzet | Easy TIA 2 Quiz |
| w14 | 7 | 2016 Word 2 | Word Grader 2 |
| 19 | 8 | TIA CH 3 possible easy review quizzet | Easy TIA 3 Quiz |
| w21 | 9 | 2016 Word 3 | Word Grader 3 |
| 26 | 10 | TIA CH 4 possible easy review quizzet | Easy TIA 4 Quiz |
| w28 | 11 | 2016 Word 4 | Word Grader 4 |
| Oct 3 | 12 | TIA CH 5 possible easy review quizzet | Easy TIA 5 Quiz |
| w5 | 13 | 2016 Excel DEMO | easy quizzets |
| 10 | 14 | 2016 EXCEL chapter 1 | Excel Grader 1 |
| w12 | 15 | | mid term exam |
| 17 | 16 | 2016 EXCEL chapter 2 | Excel Grader 2 |
| w19 | 17 | EXCEL demo | |
| 24 | 18 | 2016 EXCEL chapter 3 | Excel Grader 3 |
| w26 | 19 | TIA CH 6 possible easy review quizzet | Easy TIA 6 Quiz |
| 31 | 20 | 2016 EXCEL chapter 4 | Excel Grader 4 |
| Nov w2 | 21 | | Easy TIA 7 Quiz |
| 7 | 22 | TIA CH 7 possible easy review quizzet | Excel Exam |
| w9 | 23 | Access DEMO ACCESS 1 | Access Grader1 |
| 14 | 24 | TIA CH 8 possible easy review quizzet | Easy TIA 8 Quiz |
| w16 | 25 | ACCESS 2 | Access Grader2 |
| 21 | 26 | TIA CH 9 possible easy review quizzet | Easy TIA 9 Quiz |
| 28 | 27 | ACCESS 3 | Access Grader3 |
| w30 | 28 | ACCESS 4 | Access Grader4 |
| Dec 5 | 29 | POWERPOINT | PowerPoint Grader 1 |
| w7 | 30 | POWERPOINT | PowerPoint Grader 2 |
| 12 | 31 | POWERPOINT | PowerPoint Grader 3 |
| w14 | 32 | POWERPOINT FINAL EXAM | PowerPoint Grader 4 |
| | | Relax all quizzets 10 points each. Easy! | Final Exam |
| | | Easy review quizzes, mid tern and Final Exam are on paper only | Total |
| | | Note all of the TIA Quizzes and Graders are online only | |
| Also required are all end of chapter Capstone exercises complete | | | |
| printed out and turned in. not graded | | | |