

Windward CC ICS 101 Fall 2023 (CRN61208) Schedule

Due dates are *strictly* observed. Dr. Claire Hitosugi

Week	Tasks (What to Do)	Deliverables by End of the Week (DUE Sunday 11:55 pm)
Week 1 8/21-27	Orientation, Syllabus & Schedule, Register at MyITLab, Self-Introduction Laulima Discussion	Introduce yourself at <i>Laulima Discussion</i> Syllabus Quiz at Laulima Test Download MS Office 365
Week 2 8/28-9/3	Technology in Action (TIA) Chap 1 (Textbook, PPT Lecture) Windows 10 OS, Office Common Features (8/29 Last day to register, withdraw with 100% refund)	OS & File Management Quiz (MyLabIT) Office Common Features Quiz (MyLabIT) TIA Chap 1 Quiz (MyLabIT)
Week 3 9/4-9/10	TIA Chap 2 (Text, PPT, Help Desk Calls) Word Chap 1 (PPT, Text, Quiz, Grader Project) Discussion 1 opens at Laulima 9/4 Labor Day	TIA Chap 2 Quiz (MyLabIT) Word Chap 1 Quiz (MyLabIT) (Word Chap 1 Grader project) (MyLabIT)
Week 4 9/11-17	TIA Chap 3 (Text, PPT, Help Desk Calls) Word Chap 2 (PPT, Text, Quiz, Grader Project) (9/12 Last Day to withdraw without a W, 50% refund)	TIA Chap 3 Quiz Word Chap 2 Quiz (Word Chap 2 Grader project)
Week 5 9/18-24	TIA Chap 4 (Text, PPT, Help Desk Calls) Word Chap 3 (PPT, Text, Quiz, Grader Project)	TIA Chap 4 Quiz Word Chap 3 Quiz Discussion 1 closes at Laulima (Word Chap 3 Grader project)
Week 6 9/25-10/1	Word Chap 4 (PPT, Text, Quiz, Grader Project) Discussion 2 opens at Laulima	Word Chap 4 Quiz Word Chap 1 – 4 Grader Projects
Week 7 10/2-8	Excel Chap 1 (PPT, Text, Quiz, Grader Project) TIA Practice Midterm Exam available (9/25-10/1)	Excel Chap 1 Quiz TIA Midterm Exam (Chaps 1,2,3,4) 10/2-8 (Excel Chap 1 Grader project)
Week 8 10/9-15	Excel Chap 2 (PPT, Text, Quiz, Grader Project)	Excel Chap 2 Quiz Discussion 2 closes at Laulima (Excel Chap 2 Grader project)
Week 9 10/16-22	TIA Chap 5 (Text, PPT, Help Desk Calls) Excel Chap 3 (PPT, Text, Quiz, Grader Project) Discussion 3 opens at Laulima	TIA Chap 5 Quiz Excel Chap 3 Quiz (Excel Chap 3 Grader project)
Week 10 10/23-29	Excel Chap 4 (PPT, Text, Quiz, Grader Project)	Excel Chap 4 Quiz Excel Chap 1 – 4 Grader Projects
Week 11 10/30-11/5	TIA Chap 6 (Text, PPT, Help Desk Calls) Access Chap 1 (PPT, Text, Quiz, Grader Project) (10/30 Last Day to withdraw with a W)	TIA Chap 6 Quiz Access Chap 1 Quiz Discussion 3 closes at Laulima (Access Chap 1 Grader project)
Week 12 11/4-12	TIA Chap 7 (Text, PPT, Help Desk Calls) Access Chap 2 (PPT, Text, Quiz, Grader Project) 11/10 Veterans Day	TIA Chap 7 Quiz Access Chap 2 Quiz Access Chap 1 & 2 Grader Projects
Week 13 11/13-19	TIA Chap 8 (Text, PPT, Help Desk Calls) PowerPoint Chap 1 (PPT, Text, Quiz, Grader Project) Start Final Project	TIA Chap 8 Quiz PPT Chap 1 Quiz (PPT Chap 1 Grader project)
Week 14 11/20-26	PowerPoint Chap 2&3 (PPT, Text, Quiz, Grader Project) Thanksgiving Holiday Nov 23-24	PPT Chap 2 Quiz PPT Chap 3 Quiz (PPT Chap 2 & 3 Grader project)
Week 15 11/27-12/3	TIA Chap 9 (Text, PPT, Help Desk Calls) PowerPoint Chap 4 (PPT, Text, Quiz, Grader Project)	TIA Chap 9 Quiz PPT Chap 4 Quiz PPT Chap 1-4 Grader Projects
Week 16 12/4-7	Final Project YouTube Presentation (12/4) & Comments (12/7) The last day of class is Dec 7 (Thurs).	Final Project YouTube Link Due (12/4) Comments Due (12/7) (Practice Final Exam Open 12/3-12/7)
Final Exam Week 12/8-15	TIA Final Exam (Chap 5,6,7,8,9) Due December 10 (Sun), 11:55 pm (Final Exam opens on Dec 8 Friday 12 a.m. Closes on Dec 10 Sunday 11:55 pm You may take your final exam during any of these three days. Once you start, it will expire in 100 mins.)	