

## IST101 – Schedule

Week	Lecture	Lab
1.	Introductions	Lab 1 – MYITLAB, email
2.	Ch. 1 – Using Technology to change the world	Lab 2 – Pre-test
3.	Ch. 2 – Looking at Computers: Understanding the Parts	Lab 3 - Creating documents with MS Word 2010 <i>Word Ch. 1</i>
4.	Ch. 3 – Understanding and Assessing Hardware	Lab 4 – File Management, creating documents with MS Word 2010 <i>Word Ch. 1</i>
5.	Ch. 4 – Under the Hood	Lab 5 – Using tables and templates to create resumes <i>Word Ch.</i>
6.	Ch. 5 – Digital Lifestyle Ch. 6 - IT Ethics	Lab 6 – Creating research papers <i>Word Ch. 3</i>
7.	Ch. 7 – Application Software	<b>MID-TERM EXAM</b>  Lab 8 – Creating a worksheet and charting data <i>Excel Ch . 1</i>
8.	Ch. 11 - Information Literacy, Pgs 383-391, Evaluating Web Sites  <a href="http://lib.nmsu.edu/instruction/evalcrit.html">http://lib.nmsu.edu/instruction/evalcrit.html</a>  <b>Assign topics</b> <b>Assign Homework 1</b>	Lab 7 - Information Literacy <b>Collect Homework 1</b> <b>Assign Homework 2</b>
9.	Ch. 8 – Using System Software	Lab 9 – Using functions, creating tables <i>Excel Ch. 2</i>
10.	Ch. 11 - Information Literacy, Pgs 392-411, APA Formatting  <a href="http://owl.english.purdue.edu/owl/">http://owl.english.purdue.edu/owl/</a> <b>Collect Homework 2</b> <b>Assign Homework 3</b>	Lab 10 – Analyzing data with pie charts <i>Excel Ch. 3</i>
11.	Ch. 9 –Databases and Information Systems	Lab 11 – Getting started with PowerPoint <i>PPT Ch. 1</i>
12.	Ch. 10 – Using the Internet <b>Collect Homework 3</b>	Lab 12 – Formatting PowerPoint presentations <i>PPT Ch. 2</i>
13.	Ch. 12 – Networking	Lab 13 – Enhancing a presentation with animation <i>PPT Ch. 3</i>
14.	Ch. 13 – Careers in IT	
15.	<b>Final Projects Due</b>	<b>FINAL EXAM</b>