

Philadelphia University  
School of Business Administration

B122 - INTRO TO INFORMATION SYSTEMS  
Fall 2006

Prof Matthew London  
Office: Gibbs Hall

LAB SCHEDULE

**Specific requirements for each Lab will be handed out (and available On-Line) prior to the date of the Lab Assignment.**

Following is a TENTATIVE SCHEDULE(\*) of lab assignments:

Assigned readings are in the Lab Manual and/or handouts

**Read, carefully, descriptions of Labs in the assigned readings prior to the Lab.**

Note: Labs are not assigned in the same order that they appear in the Manual.

| <u>Wk#</u> | <u>DATE</u> | <u>Lab#</u>                 | <u>TOPIC</u>                                        | <u>Weight factor of Each Lab</u> |
|------------|-------------|-----------------------------|-----------------------------------------------------|----------------------------------|
| 01         | Th 08/31    | <b>W-1</b>                  | Intro to Word Processing                            | (.05)                            |
| 02         | Th 09/07    | <b>W-2</b>                  | Word Processing                                     | (.05)                            |
| 03         | Th 09/14    | <b>E-1</b>                  | Excel (Spreadsheet)                                 | (.10)                            |
| 04         | Th 09/21    | <b>E-2</b>                  | Excel                                               | (.10)                            |
| 05         | Th 09/28    | <b>E-3</b>                  | Excel                                               | (.07)                            |
| 06         | Th 10/05    | <b>E-4</b>                  | Excel                                               | (.07)                            |
| 07         | Th 10/12    | <b>E-5</b>                  | Excel                                               | (.10)                            |
| 08         | Th 10/19    | <b>Ppt-1</b>                | PowerPoint                                          | (.06)                            |
| 09         | Th 10/26    | <b>Ppt-2</b>                | PowerPoint Handout                                  | (.06)                            |
| 10         | Th 11/02    | <del><b>Acct-1</b></del>    | <del>Accountants Work Sheet for B403 Students</del> | <del>(.06)</del>                 |
|            |             |                             | <del>OR</del> (Rev 10/05/2006)                      |                                  |
|            |             | <b>FP-1</b>                 | FrontPage (Web Site creation) for other students    | (.06)                            |
| 11         | Th 11/09    | <b>Information Literacy</b> | <u>Attendance required</u>                          | (.10)                            |
| 12         | Th 11/16    | <b>Ac-1</b>                 | Access (Database)                                   | (.08)                            |
| 13         | Th 11/23    | ***                         | Thanksgiving Break - No Classes ***                 |                                  |
| 14         | Th 11/30    | <b>Ac-2</b>                 | Access - Handout                                    | (.10)                            |
| 15         | Th 12/07    | <b>**Lab Exam**</b>         | Open Book, Notes, etc                               |                                  |

(\*) Note: At best, this is a tentative schedule and subject to changes if needed.

Students are responsible for all material covered, and all announcements made, in all classes and labs.