

**Use this calendar to know what to complete each week. The Assignment Guide (AG) contains detailed instructions about the items on this calendar. Page numbers in the AG are listed beside topics below (e.g., "Start Office/Win Module (4-5)" instructions are on pages 4 and 5 of AG). The AG has headings that match the folders under Assignments in Blackboard. All assignments are due by 9:00PM on TUESDAYS unless otherwise noted. Always read Blackboard announcements! Some instructors change due dates and provide other pertinent information via announcements. Except for the Course Orientation Test and Syllabus Quiz in the Course Introduction folder, all tests will be found in the Tests folder. Reflection posts are in the Reflection Posts folder. Lab assignments and practice tests are in the folder for that module.**

WEEK	NOTES	TOPICS CHECKLIST (Mark these off as you complete them.)				
WEEK 1: Wednesday, August 15 - Tuesday, August 21	Course Introduction folder under Assignments in Blackboard	<input type="checkbox"/> Mandatory First Assignment (1)	<input type="checkbox"/> Course Orientation Videos (1)	<input type="checkbox"/> Start Course Orientation Test (1)	<input type="checkbox"/> Syllabus Quiz (Counts as test grade) (1)	<input type="checkbox"/> Intro Post (1)
WEEK 2: Wednesday, August 22 - Tuesday, August 28		<input type="checkbox"/> Finish Course Orientation Test (2)	<input type="checkbox"/> ITT Module (3)	<input type="checkbox"/> ITT Practice Test (4)		
WEEK 3: Wednesday, August 29 - Tuesday, September 04		<input type="checkbox"/> CCO Module (4)	<input type="checkbox"/> CCO Practice Test (4)	<input type="checkbox"/> CCO Internet Basics Video (4)	<input type="checkbox"/> CCO More Evaluation Sites (4)	
WEEK 4: Wednesday, September 05 - Tuesday, September 11		<input type="checkbox"/> CCO Internet Basics Lab (4)	<input type="checkbox"/> CTest 1 (2)	<input type="checkbox"/> Start Office/Win Module (4-5)		
WEEK 5: Wednesday, September 12 - Tuesday, September 18		<input type="checkbox"/> Finish Office/Win Module (5)	<input type="checkbox"/> Office/Win Module Practice Test (5)	<input type="checkbox"/> Office/Win Lab (5)	<input type="checkbox"/> CTest 2 (2)	<input type="checkbox"/> Reflection Post 1 (3)
WEEK 6: Wednesday, September 19 - Tuesday, September 25		<input type="checkbox"/> Word Module 1 (5-6)	<input type="checkbox"/> Word Module 1 Practice Test (6)	<input type="checkbox"/> Word Module 1 Lab (6)		
WEEK 7: Wednesday, September 26 - Tuesday, October 02		<input type="checkbox"/> Word Module 2 (6)	<input type="checkbox"/> Word Module 2 Practice Test (6)	<input type="checkbox"/> Word Module 2 Lab (6-7)		
WEEK 8: Wednesday, October 03 - Tuesday, October 09		<input type="checkbox"/> Word Module 3 (7-8)	<input type="checkbox"/> Word Module 3 Practice Test (8)	<input type="checkbox"/> Word Module 3 Lab (8)		
WEEK 9: Wednesday, October 10 - Tuesday, October 16		<input type="checkbox"/> CTest 3 (2)	<input type="checkbox"/> LTest 1 (2)	<input type="checkbox"/> Reflection Post 2 (3)		
WEEK 10: Wednesday, October 17 - Tuesday, October 23		<input type="checkbox"/> PowerPoint Module 1 (8)	<input type="checkbox"/> PowerPoint Module 1 Practice Test (8)	<input type="checkbox"/> PowerPoint Module 1 Lab (8)		
WEEK 11: Wednesday, October 24 - Tuesday, October 30		<input type="checkbox"/> PowerPoint Module 2 (8-9)	<input type="checkbox"/> PowerPoint Module 2 Practice Test (9)	<input type="checkbox"/> PowerPoint Module 2 Lab (9)		
WEEK 12: Wednesday, October 31 - Tuesday, November 06		<input type="checkbox"/> PowerPoint Module 3 (9)	<input type="checkbox"/> PowerPoint Module 3 Practice Test (9)	<input type="checkbox"/> PowerPoint Module 3 Lab (9)		
WEEK 13: Wednesday, November 07 - Tuesday, November 13		<input type="checkbox"/> CTest 4 (2)	<input type="checkbox"/> LTest 2 (2)	<input type="checkbox"/> Reflection Post 3 (3)		
WEEK 14: Wednesday, November 14 - Tuesday, November 20		<input type="checkbox"/> Excel Module 1 (10)	<input type="checkbox"/> Excel Module 1 Practice Test (10)	<input type="checkbox"/> Excel Module 1 Lab (10)		
WEEK 15: Wednesday, November 21 - Tuesday, November 27		<b>THANKSGIVING BREAK</b>				
WEEK 16: Wednesday, November 28 - Tuesday, December 04		<input type="checkbox"/> Excel Module 2 (10)	<input type="checkbox"/> Excel Module 2 Practice Test (10)	<input type="checkbox"/> Excel Module 2 Lab (10)		
WEEK 17: Wednesday, December 05 - Tuesday, December 11		<input type="checkbox"/> CTest 5 (2)	<input type="checkbox"/> LTest 3 (3)			