> **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 <u>4:00PM on FRIDAYS</u> 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.**

> **Plan ahead for early release (ER) days, teacher workdays (TW), and other items on your MCS Academic Calendar that are NOT on the MCC calendar. We do not extend deadlines for that. If you won't have access to Internet during those times, submit work early before leaving your high school campus.**

WEEK	NOTES	TOPICS CHECKLIST (Mark these off as you complete them.)				
WEEK 1: Monday, August 31 - Friday, September 04	Course Introduction folder under Assignments in Blackboard	☐ Mandatory First Assignment (1)	☐ Course Orientation Videos (1)	☐ Start Course Orientation Test (1)	☐ Syllabus Quiz (Counts as test grade) (1)	☐ Intro Post (1)
WEEK 2: Monday, September 07 - Friday, September 11		☐ Finish Course Orientation Test (2)	☐ ITT Module (3)	☐ ITT Practice Test (4)	☐ CCO Module (4)	☐ CCO Practice Test (4)
WEEK 3: Monday, September 14 - Friday, September 18		☐ CCO Internet Basics Video (4)	☐ CCO More Evaluation Sites (4)	☐ CCO Internet Basics Lab (4)	☐ CTest 1 (2)	☐ Start Office/Win Module (4-5)
WEEK 4: Monday, September 21 - Friday, September 25		☐ Finish Office/Win Module (5)	☐ Office/Win Module Practice Test (5)	☐ Office/Win Lab (5)	☐ CTest 2 (2)	☐ Reflection Post 1 (3)
WEEK 5: Monday, September 28 - Friday, October 02		☐ Word Module 1 (5-6)	☐ Word Module 1 Practice Test (6)	☐ Word Module 1 Lab (6)		
WEEK 6: Monday, October 05 - Friday, October 09		☐ Word Module 2 (6)	☐ Word Module 2 Practice Test (6)	☐ Word Module 2 Lab (6-7)		
WEEK 7: Monday, October 12 - Friday, October 16		☐ Word Module 3 (7-8)	☐ Word Module 3 Practice Test (8)	☐ Word Module 3 Lab (8)		
WEEK 8: Monday, October 19 - Friday, October 23		☐ CTest 3 (2)	☐ LTest 1 (2)	☐ Reflection Post 2 (3)		
WEEK 9: Monday, October 26 - Friday, October 30		☐ PowerPoint Module 1 (8)	☐ PowerPoint Module 1 Practice Test (8)	☐ PowerPoint Module 1 Lab (8)		
WEEK 10: Monday, November 02 - Friday, November 06		☐ PowerPoint Module 2 (8-9)	☐ PowerPoint Module 2 Practice Test (9)	☐ PowerPoint Module 2 Lab (9)		
WEEK 11: Monday, November 09 - Friday, November 13		☐ PowerPoint Module 3 (9)	☐ PowerPoint Module 3 Practice Test (9)	☐ PowerPoint Module 3 Lab (9)		
WEEK 12: Monday, November 16 - Friday, November 20	**You may want to work ahead this week because of Thanksgiving Break next week.**	☐ CTest 4 (2)	☐ LTest 2 (2)	☐ Reflection Post 3 (3)		
WEEK 13: Monday, November 23 - Friday, November 27	**Thanksgiving Break - Assignments Still Due!**	☐ Excel Module 1 (10)	☐ Excel Module 1 Practice Test (10)	☐ Excel Module 1 Lab (10)		
WEEK 14: Monday, November 30 - Friday, December 04		☐ Excel Module 2 (10)	☐ Excel Module 2 Practice Test (10)	☐ Excel Module 2 Lab (10)		
WEEK 15: Monday, December 07 - Friday, December 11		☐ CTest 5 (2)	☐ LTest 3 (3)			