

Date	Microsoft Office Textbook	Lab	CC Chapter	Other	Notes	
8/22/2006	Introductions					
8/24/2006	Windows XP			WebCT		
8/29/2006	Windows XP		1	Windows XP quiz		
8/31/2006	Word		1	Intro to Word		
9/5/2006		1	2			
9/7/2006		1	2			
9/12/2006		2		CC Exam Ch. 1 & 2		
9/14/2006		2				
9/19/2006		3	3			
9/21/2006		3	3	Word quiz		
9/26/2006		Excel	1	4	Word project due	
9/28/2006			1	4		
10/3/2006			2		CC Exam Ch. 3 & 4	
10/5/2006	2					
10/10/2006	3		5			
10/12/2006	3		5	Excel quiz		
10/17/2006	PowerPoint	1	6	Excel project due		
10/19/2006		1	6			
10/24/2006		2		CC Exam Ch. 5 & 6		
10/26/2006		2		PowerPoint quiz		
10/31/2006	Access	1		PowerPoint project due		
11/2/2006		1				
11/7/2006		Election Day				
11/9/2006		2				
11/14/2006		2				
11/16/2006		3				
11/21/2006		3	7	Access quiz		
11/23/2006		Thanksgiving				
11/28/2006		9	Access Project Due	Work on Group Project		
11/30/2006		9	CC Exam Ch. 7 & 9	Work on Group Project		
12/5/2006	Group Project Presentations					
12/7/2006						
12/12/2006						
12/14/2006						