<table>
<thead>
<tr>
<th>Week</th>
<th>Tasks (What to Do)</th>
<th>Deliverables by End of the Week (Due Sunday 11:55 pm)</th>
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</thead>
</table>
| Week 1 8/21-27 | Orientation, Syllabus & Schedule, Register at MyITLab, **Self-Introduction Laulima Discussion** | Introduce yourself at Laulima Discussion  
Syllabus Quiz at Laulima Test  
Download MS Office 365 |
| Week 2 8/28-9/3 | Technology in Action (TIA) Chap 1 (Textbook, PPT Lecture) Windows 10 OS, Office Common Features (8/29 Last day to register, withdraw with 100% refund)  
**Deliverables** | OS & File Management Quiz (MyLabIT)  
Office Common Features Quiz (MyLabIT)  
TIA Chap 1 Quiz (MyLabIT) |
| Week 3 9/4-9/10 | TIA Chap 2 (Text, PPT, Help Desk Calls)  
Word Chap 1 (PPT, Text, Quiz, **Grader Project**)  
**Discussion 1 opens at Laulima 9/4 Labor Day** | TIA Chap 2 Quiz (MyLabIT)  
Word Chap 1 Quiz (MyLabIT)  
(Word Chap 1 Grader project) (MyLabIT) |
| Week 4 9/11-17 | TIA Chap 3 (Text, PPT, Help Desk Calls)  
Word Chap 2 (PPT, Text, Quiz, **Grader Project**)  
(9/12 Last Day to withdraw without a W, 50% refund) | TIA Chap 3 Quiz  
Word Chap 2 Quiz  
(Word Chap 2 Grader project) |
| Week 5 9/18-24 | TIA Chap 4 (Text, PPT, Help Desk Calls)  
Word Chap 3 (PPT, Text, Quiz, **Grader Project**) | TIA Chap 4 Quiz  
Word Chap 3 Quiz  
**Discussion 1 closes at Laulima**  
(Word Chap 3 Grader project) |
| Week 6 9/25-10/1 | Word Chap 4 (PPT, Text, Quiz, **Grader Project**)  
**Discussion 2 opens at Laulima** | Word Chap 4 Quiz  
**Word Chap 1 – 4 Grader Projects** |
| Week 7 10/2-8 | Excel Chap 1 (PPT, Text, Quiz, **Grader Project**)  
**TIA Practice Midterm Exam available (9/25-10/1)** | Excel Chap 1 Quiz  
**TIA Midterm Exam (Chaps 1,2,3,4) 10/2-8**  
(Excel Chap 1 Grader project) |
| Week 8 10/9-15 | Excel Chap 2 (PPT, Text, Quiz, **Grader Project**) | Excel Chap 2 Quiz  
**Discussion 2 closes at Laulima**  
(Excel Chap 2 Grader project) |
| Week 9 10/16-22 | TIA Chap 5 (Text, PPT, Help Desk Calls)  
Excel Chap 3 (PPT, Text, Quiz, **Grader Project**)  
**Discussion 3 opens at Laulima** | TIA Chap 5 Quiz  
Excel Chap 3 Quiz  
(Excel Chap 3 Grader project) |
| Week 10 10/23-29 | Excel Chap 4 (PPT, Text, Quiz, **Grader Project**) | Excel Chap 4 Quiz  
**Excel Chap 1 – 4 Grader Projects** |
| Week 11 10/30-11/5 | TIA Chap 6 (Text, PPT, Help Desk Calls)  
Access Chap 1 (PPT, Text, Quiz, **Grader Project**)  
(10/30 Last Day to withdraw with a W) | TIA Chap 6 Quiz  
Access Chap 1 Quiz  
**Discussion 3 closes at Laulima**  
(Access Chap 1 Grader project) |
| Week 12 11/4-12 | TIA Chap 7 (Text, PPT, Help Desk Calls)  
Access Chap 2 (PPT, Text, Quiz, **Grader Project**)  
**11/10 Veterans Day**  
**Start Final Project** | TIA Chap 7 Quiz  
Access Chap 2 Quiz  
**Access Chap 1 & 2 Grader Projects** |
| Week 13 11/13-19 | TIA Chap 8 (Text, PPT, Help Desk Calls)  
PowerPoint Chap 1 (PPT, Text, Quiz, **Grader Project**) | TIA Chap 8 Quiz  
PPT Chap 1 Quiz  
(PPT Chap 1 Grader project) |
| Week 14 11/20-26 | **PowerPoint Chap 2&3 (PPT, Text, Quiz, Grader Project)**  
Thanksgiving Holiday Nov 23-24 | PPT Chap 2 Quiz  
PPT Chap 3 Quiz  
(PPT Chap 2 & 3 Grader project) |
| Week 15 11/27-12/3 | TIA Chap 9 (Text, PPT, Help Desk Calls)  
PowerPoint Chap 4 (PPT, Text, Quiz, **Grader Project**) | TIA Chap 9 Quiz  
PPT Chap 4 Quiz  
**PPT Chap 1-4 Grader Projects** |
| Week 16 12/4-7 | Final Project YouTube Presentation (12/4) & Comments (12/7)  
The last day of class is Dec 7 (Thurs). | Final Project YouTube Link Due (12/4)  
Comments Due (12/7)  
(Practice Final Exam Open 12/3-12/7) |
| Final Exam Week 12/8-15 | **TIA Final Exam (Chap 5,6,7,8,9)** Due December 10 (Sun), 11:55 pm  
(Final Exam opens on Dec 8 Friday 12 a.m. Closes on Dec 10 Sunday 11:55 pm) | You may take your final exam during any of these three days. Once you start, it will expire in 100 mins.) |