



CAOT 02 – Spring 2012

Class Schedule

Gregg College Keyboarding & Document Processing

Kit 3: Lessons 1-120, Word 2010

with Student Word Manual & Software Registration Card

ISBN: 0-07-735662-4

Instructor: Gina Jerry **Section:** 7402

The following chart depicts the anticipated class schedule. Schedule may be changed at the discretion of the instructor. All assignments are due by 11:59 p.m. on the due dates listed below.

WEEK	DATE	TOPIC(S)	DUE DATE
1	Wednesday Feb 8	Introduction to Course	
2	Wednesday Feb 15	Lessons 41 to 45	Tuesday Feb 21
3	Wednesday Feb 22	Lessons 46 to 50	Tuesday Feb 28
4	Wednesday Feb 29	Lessons 51 to 55	Tuesday Mar 6
5	Wednesday Mar 7	Lessons 56 to 60	Tuesday Mar 13
6	Wednesday Mar 14	Test 3	
7	Wednesday Mar 21	Lessons 61 to 65	Tuesday Mar 27
8	Wednesday Mar 28	Lessons 66 to 70	Tuesday Apr 10
		SPRING BREAK (April 2 to April 9)	
9	Wednesday Apr 11	Lessons 71 to 75	Tuesday Apr 17
10	Wednesday Apr 18	Lessons 76 to 80	Tuesday Apr 24
11	Wednesday Apr 25	Test 4	
12	Wednesday May 2	Lessons 81 to 85	Tuesday May 8
13	Wednesday May 9	Lessons 86 to 90	Tuesday May 15
14	Wednesday May 16	Lessons 91 to 95	Tuesday May 22
15	Wednesday May 23	Lessons 96 to 100	Tuesday May 29
16	Wednesday May 30	Test 5	