



CAOT 84 – Spring 2012 Class Schedule

GO! with Microsoft Word 2010, Comprehensive
with myitlab access code, Student Data CD and
Microsoft Office 2010 180-day trial CD
ISBN: 0-13-283522-3

Instructor: Gina Jerry **Section:** 7027

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	START DATE	TOPIC(S)	DUE DATE
1	Monday Feb 6	Introduction to Course	
2	Monday Feb 13	Using the Common Features of Microsoft Office 2010	Sunday Feb 19
3	Monday Feb 20	Ch 1, Creating Documents with Microsoft Word 2010	Sunday Feb 26
4	Monday Feb 27	Ch 2, Using Tables and Templates to Create Resumes and Cover Letters	Sunday Mar 4
5	Monday Mar 5	Ch 3, Creating Research Papers, Newsletters, & Merged Mailing Labels	Sunday Mar 11
6	Monday Mar 12	Ch 4, Using Styles and Creating Multilevel Lists and Charts	Sunday Mar 18
7	Monday Mar 19	Ch 5, Creating Web Pages and Using Advanced Proofing Options	Sunday Mar 25
8	Monday Mar 26	Ch 6, Building Documents from Reusable Content & Revising Documents Using Markup Tools	Sunday Apr 1
9	Monday Apr 2	Spring Break – April 2 to April 9	
10	Monday Apr 9	Midterm Exam	Sunday Apr 15
11	Monday Apr 16	Ch 7, Using Advanced Table Features	Sunday Apr 22
12	Monday Apr 23	Ch 8, Creating Mass Mailings	Sunday Apr 29
13	Monday Apr 30	Ch 9, Creating Standardized Forms and Managing Documents	Sunday May 6
14	Monday May 7	Ch 10, Working with Long Documents	Sunday May 13
15	Monday May 14	Ch 11, Embedding and Linking Objects and Using Macros	Sunday May 20
16	Monday May 21	Ch 12, Integrating Word with PowerPoint & Modifying the Document Layout	Sunday May 27
17	Monday May 28	Final Exam	Sunday Jun 3