

Updated Schedule

Week	Dates	Topics
1	April 7	Class Introduction/Orientation, Computer Skills (Timed) Pre-Test, Business English Pre-Test
	April 9	The Ever-Changing Workplace (Chapter 1), Review Pre-tests
2	April 14	Job Search (Chapter 14), Intro to Job Campaign Assignment , Résumé Reviews
	April 16	Information Processing (Chapter 4), Introduction to Outlook
3	April 21	Written Communication (Chapter 6) & Outlook (<i>cont.</i>) Quiz 1 (Chapters 1, 14, & 4)
	April 23	No Class – Attend at least a portion of the Job Fair at the Hilton on this day
4	April 28	Ethics—Essential in the Workplace (Chapter 2), The Workplace Team (Chapter 9)
	April 30	Quiz 2 (Chapters 6, 2, & 9) Presentations (Chapter 8), Meetings and Conferences (Chapter 13), Meetings/Travel Projects
ADMINISTRATIVE PROFESSIONALS' WEEK		
5	May 5	Travel Arrangements (Chapter 12), Meetings/Travel Projects (<i>cont.</i>)
	May 7	Team Meeting 1 (NetMeeting ??) Wrap-Up of Meetings/Travel Quiz 3 (Chapters 8, 13, and 12)
6	May 12	Stress, Anger, and Time Management (Chapter 3), Leadership (Chapter 16)
	May 14	Team Meeting 2 (F2F) Customer Service (Chapter 10), Introduction to Microsoft Publications Tools , In-class Web assignments
7	May 19	Microsoft Publication tools (<i>cont.</i>) Quiz 4 (Chapters 3, 16, & 10)
	May 21	Team Meeting 3 Telecommunications (Chapter 5), In-class publications assignments
8	May 26	Teleworker/Virtual Assistant (Chapter 15)
	May 28	Publication Tools Wrap-up Workplace Mail & Copiers (Chapter 11), Records Management (Chapter 7)★ Team Meeting 4
9	June 2	Quiz 5 (Chapters 5, 15, 11, & 7★)
	June 4	Team Meeting 5
10	June 9	Job Campaign Assignment
	June 11	
11	June 16	Time TBD —Final Exam Scheduled Time (<i>Interviews</i>)

* This schedule is tentative and may be modified by your instructor based upon class needs.

★ If it becomes necessary because of time constraints, we may skip Chapter 7.