Mon May 3 - Fri May 14	Lab 1	Email Assignment	2%
	Lab 2	Windows Assignment	2%
	Lab 3	Word Assignment #1	2%
		Word Ch 5 Lab Exam	1%
		Word Ch 6 Lab Exam	1%
	Lab 4	Word Assignment #2	2%
		Word Ch 7 Lab Exam	1%
		Word Ch 8 Lab Exam	1%
Mon/Tue May 17/18	Lab 5	Prep for PP Assignment	
Thu/Fri May 20/21	Lab 6	PowerPoint Assignment	5%
Tue May 25 - Tue Jun 1	Lab 7, 8, 9	MyITLab Excel Ch 9 Skill-Based Training	**1%**
		MyITLab Excel Ch 10 Skill-Based Training	**1%**
		MyITLab Excel Ch 11 Skill-Based Training	**1%**
		Excel Assignment #1	**2%**
		Excel Assignment #2	**2%**
Thu/Fri Jun 3/4	Lab 10	Web Assignment #1	2%
Mon/Tue Jun 7/8	Lab 11	Web Assignment #2	2%
Thu/Fri Jun 10/11	Lab 12	Web Assignment #3	2%
			30%