

Week	Date	Chapter	Information
Week 1	August 25-29	Chapter 1	The Office Environment Reed chapter and review class Power Point Complete Chapter 1 Quiz
Week 2	September 1- 5	Chapter 2	Office Competencies & Employment Competencies Reed chapter and review class Power Point Complete Chapter 2 Quiz
Week 3	September 8-12	Chapter 3	Information Management and Efficiency Reed chapter and review class Power Point Complete Chapter 3 Quiz
Week 4	September 15-19	Chapter 4	Written Communication & Business Reports and Related Documentation Reed chapter and review class Power Point Complete Chapter 4 Quiz
Week 5	September 22-26	Chapter 5	Oral Communication Reed chapter and review class Power Point Complete Chapter 5 Quiz
Week 6	September 29 - October 3	Chapter 6	Telephone Communication Reed chapter and review class Power Point Complete Chapter 6 Quiz
Week 7	October 6 - 10	Chapter 7	Banking and Payroll & Employee Benefits Reed chapter and review class Power Point Complete Chapter 7 Quiz
Week 8	October 13 - 17	Mid-Term	Mid-Term test will be open for 48 hours and can be done once. Covers Chapter 1 - 7
Week 9	October 20 - 24	Chapter 8	Financial Reports and Procedures Reed chapter and review class Power Point Complete Chapter 8 Quiz
Week 10	October 27 - 31	Chapter 9	Time and Workstation Management Reed chapter and review class Power Point Complete Chapter 3 Quiz
Week 11	November 3 - 7	Chapter 10	Meetings and Travel Reed chapter and review class Power Point Complete Chapter 10 Quiz
Week 12	November 10 - 14	Chapter 11	Records Management Reed chapter and review class Power Point Complete Chapter 11 Quiz
Week 13	November 17 - 21	Chapter 12	Processing Mail Reed chapter and review class Power Point Complete Chapter 12 Quiz
Week 14	November 24 - 28	Break	Thanksgiving Break
Week 15	December 1 - 5	Chapter 13	Planning and Advancing Your Career Reed chapter and review class Power Point Complete Chapter 13 Quiz
Week 16	December 8 & 9	Final	FinalTest will be open for 48 hours and can be done once. Covers Chapter 8-13