

CAOT 78/ MICROCOMPUTER ACCOUNTING APPLICATIONS FOR THE ELECTRONIC OFFICE Spring Semester 2013

Educator: Mr. Mark A. Lampert
Office: CAOT Room 2021 Sub-Room A
Office Hours: Monday: 3:00 – 3:30 p.m.
 Wednesday: 7:00-7:30 p.m.
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Week	Description	To Do: (to be completed prior to the start of class of the next Lesson)
Week 1:		
2/4/13	Review of course	
2/6/13	Introduction; Lesson 1: Quickbooks	Lesson 1a, 1b
Week 2:		
2/11/13	Lesson 1, 2	
2/13/13	Lesson 2	Lesson 2a, 2b
Week 3:		
2/18/13	President's Day, No Class	No Class
2/20/13	Lesson 3	Lesson 3a, 3b
Week 4:		
2/25/13	Lesson 4	Lesson 4a, 4b
2/27/13	Lesson 4	
Week 5		
3/4/13	Lesson 5	Lesson 5a, 5b
3/6/13	Lesson 6	
Week 6		
3/11/13	Lesson 6	Lesson 6a, 6b
3/13/13	Lesson 7	
Week 7		
3/18/13	Lesson 7	Lesson 7a, 7b
3/20/13		
Week 8		
3/25/13	Lesson 8, Review for Midterm	Lesson 8a, 8b
3/27/13	Midterm Lessons 1-8	Midterm: Lessons 1-8
4/1/13	Spring Break, No Class	
4/3/13	Spring Break, No Class	
Week 9		
4/8/13	Lesson 9	Lesson 9a, 9b

4/10/13	Lesson 9	
Week 10		
4/15/13	Lesson 10	
4/17/13	Lesson 10	Lesson 10a, 10b
Week 11		
4/22/13	Lesson 11	
4/24/13	Lesson 11	Lesson 11a, 11b
Week 12		
4/29/13	Lesson 12	
5/1/13	Lesson 12	
Week 13		
5/6/13	Lesson 12	Lesson 12a, 12b
5/8/13	Lesson 13	
Week 14		
5/13/13	Lesson 13	Lesson 13a, 13b
5/15/13	Lesson 14	Lesson 14a, 14b
Week 15		
5/20/13	Review of Lesson 9-14	
5/22/13	Term Exam (Scantron Required)	Term Exam: 25 Pts.
Week 16		
5/27/13	No Class, Memorial Day	
5/29/13	Final Exam: Cumulative 8:00-10:00pm	Final Exam: 100 Pts.