

**WEEK OF:** October 12, 2020

**CLASS:** IT 202

**TEACHER:** Juli Troxel

**CONTACT INFO:** [juli.troxel@thedeltahighschool.com](mailto:juli.troxel@thedeltahighschool.com), or contact me via Remind

**OFFICE HOURS:** T-F 11:45am – 12:45pm; E-mail or Message me for questions. I will setup an online meeting if necessary.

**ZOOM LINKS:** Use your Outlook Calendar for Link

**DUE DATES:**

WEEK of 10/12 – 10/16					
	Monday	Tuesday	Wednesday	Thursday	Friday
Asynchronous Time		Excel Project 1	Excel Project 1		Excel Project 2
Always Check Email and Teams Daily					
Items to Prepare for Synchronous Time				Excel Project 1	
Synchronous Time	2:50-3:30			2:50-3:30	
Be on Time	Introduction to Excel			Excel Project 2 & 3	
Due Dates				Excel Project 1	

**TEST DATES:**

**Outlook Testing October 22<sup>nd</sup> @ 9:00 AM.**

**Certiport Testing November 4<sup>th</sup> @ 10:00 AM**