

Week 1

Day 1	Day 2	Day 3	Day 4	Day 5
<ul style="list-style-type: none"> · Introductions · Schedule Debrief · Syllabus Debrief · Attendance & Code of Conduct Explanation & Signing · Computer & Internet Setup 	<ul style="list-style-type: none"> · Intro to Microsoft Technologies · Intro to Certification Process · Intro to Professional Development · 410 Lecture 	<ul style="list-style-type: none"> · 410 Lecture Continued 	<ul style="list-style-type: none"> · 410 Lab Lecture 	<ul style="list-style-type: none"> · Grades Due · Lab Due · Lab Work · Decompression
Notes				
<ul style="list-style-type: none"> · Integrate Professional Development from the beginning of the program. · Offer Office Hours as needed with Instructor and/or Teaching Assistant(s). (Can be offered on weekends if space and personnel are available.) 				

Week 2

Day 6	Day 7	Day 8	Day 9	Day 10
<ul style="list-style-type: none"> · Grades Given · 410 Exam prep 	<ul style="list-style-type: none"> · Professional Development Homework Due · Independent Work · 410 Measure Up 	<ul style="list-style-type: none"> · 410 Measure Up Debrief · Professional Development 	<ul style="list-style-type: none"> · 410 Exam 	<ul style="list-style-type: none"> · Grades Due · 410 Exam Debrief · Independent Work · Decompression
Notes				
<ul style="list-style-type: none"> · Introduce exam process early on to get people comfortable with Measure Ups (practice exams) knowing they can retake it (Retakes) 				

Week 3

Day 11	Day 12	Day 13	Day 14	Day 15
<ul style="list-style-type: none"> · Group Project Introduced · Professional Development 	<ul style="list-style-type: none"> · Group Project Work · Independent Work · Professional Development Homework Due 	<ul style="list-style-type: none"> · 411 Lecture · Professional Development · 410 Retakes 	<ul style="list-style-type: none"> · 411 Lecture Continued · Group Project Work 	<ul style="list-style-type: none"> · Grades Due · Group Project Work · Group Project Presentations · Decompression
Notes				
<ul style="list-style-type: none"> · Resumes and/or LinkedIn's should have first iterations completed · If surveying/receiving feedback, it's suggested to do it every 3 or 4 weeks to complete testing cycle 				

Week 4

Day 16	Day 17	Day 18	Day 19	Day 20
<ul style="list-style-type: none"> · 411 Lecture · Professional Development · Independent Work 	<ul style="list-style-type: none"> · Professional Development Homework Due · Independent Work · 411 Lecture Continued 	<ul style="list-style-type: none"> · 412 Lecture · Lab Lecture 	<ul style="list-style-type: none"> · 411 Lab Work 	<ul style="list-style-type: none"> · Grades Due · Lab Due · 411 Exam · Decompression

Week 5

Day 21	Day 22	Day 23	Day 24	Day 25
<ul style="list-style-type: none"> · 412 Lecture · Professional Development · Independent Work 	<ul style="list-style-type: none"> · Professional Development Homework Due · 412 Lecture Continued · Independent Work 	<ul style="list-style-type: none"> · 446 Lecture · Lab Lecture 	<ul style="list-style-type: none"> · 412 Lab Work 	<ul style="list-style-type: none"> · Lab Due · Grades Due · Decompression
Notes				
<ul style="list-style-type: none"> · Introduce the basics of non-Microsoft technologies. · Trainees should update their resumes with certifications and new skills 				

Week 6

Day 26	Day 27	Day 28	Day 29	Day 30
<ul style="list-style-type: none"> · Group Project Introduced · Professional Development 	<ul style="list-style-type: none"> · Professional Development Homework Due · Group Project Work · Independent Work 	<ul style="list-style-type: none"> · 447 Lecture · Professional Development · 411 Retakes 	<ul style="list-style-type: none"> · 446 Lecture Continued · Group Project Work 	<ul style="list-style-type: none"> · Grades Due · Group Project Work · Group Project Presentations · Decompression
Notes				
<ul style="list-style-type: none"> · Suggested: 1 Field Trip Half Day in the afternoon, leave as a group 				

Week 7

Day 31	Day 32	Day 33	Day 34	Day 35
· Grades Given	· Professional Development Homework Due	· 412 Measure Up Debrief	· 412 Exam	· Grades Due
· 412 Exam Prep	· 412 Measure Up	· Professional Development		· 412 Exam Debrief
	· Independent Work			· Independent Work
				· Decompression

Week 8

Day 36	Day 37	Day 38	Day 39	Day 40
· 446 Lecture	· Professional Development Homework Due	· 447 Lecture	· 446 Lab Work	· Lab Due
· Professional Development	· 446 Lecture Continued	· Lab Lecture		· Grades Due
· Independent Work	· Independent Work			· Decompression

Week 9

Day 41	Day 42	Day 43	Day 44	Day 45
· Group Project Introduced	· Professional Development Homework Due	· 533 Lecture	· 553 Lecture Continued	· Grades Due
· Professional Development	· Group Project Work	· Professional Development	· Group Project Work	· Group Project Work
	· Independent Work	· 412 Retakes		· Group Project Presentations
				· Decompression

Week 10

Day 46	Day 47	Day 48	Day 49	Day 50
· 533 Lecture	· Professional Development Homework Due	· 446 Lecture	· Lab Work	· Lab Due
· Professional	· 533 Lecture Continued	· Lab Lecture		· Grades Due
· Independent Work	· Independent Work			· Decompression

Week 11

Day 51	Day 52	Day 53	Day 54	Day 55
· 446 Exam Prep	· Professional Development Homework Due	· 446 Measure Up Debrief	· 446 Exam	· Lab Due
	· 446 Measure Up	· Professional Development		· Grades Due
	· Independent Work			· Decompression

Week 12

Day 56	Day 57	Day 58	Day 59	Day 60
· Group Project Introduced	· Professional Development Homework Due	· 447 Lecture	· 447 Lecture Continued	· Grades Due
· Professional Development	· Group Project Work	· Professional Development	· Group Project Work	· Group Project Work
	· Independent Work	· 446 Retakes		· Group Project Presentations
				· Decompression

Notes

· Suggested: 1 Field Trip Half Day in the afternoon, leave as a group

Week 13

Day 61	Day 62	Day 63	Day 64	Day 65
· 447 Lecture	· Professional Development Homework Due	· 533 Lecture	· Lab Work	· Lab Due
· Professional	· 447 Lecture Continued	· Lab Lecture		· Grades Due
· Independent Work	· Independent Work			· Decompression

Week 14

Day 66	Day 67	Day 68	Day 69	Day 70
447 Exam Prep	· Professional Development Homework Due	· 447 Measure Up Debrief	· 447 Exam	· Lab Due
	· 447 Measure Up	· Professional Development		· Grades Due
	· Independent Work			· Decompression

Week 15

Day 71	Day 72	Day 73	Day 74	Day 75
· Group Project Introduced	· Professional Development Homework Due	· 447 Lecture	· 447 Lecture Continued	· Grades Due
· Professional Development	· Group Project Work	· Professional Development	· Group Project Work	· Group Project Work
	· Independent Work	447 Retakes		· Group Project Presentations
				· Decompression

Week 16

Day 76	Day 77	Day 78	Day 79	Day 80
· 533 Lecture	· Professional Development Homework Due	· 533 Lecture	· Lab Work	· Lab Due
· Professional	· 533 Lecture Continued	· Lab Lecture		· Grades Due
· Independent Work	· Independent Work			· Decompression

Week 17

Day 81	Day 82	Day 83	Day 84	Day 85
· 533 Exam Prep	· Professional Development Homework Due	· 533 Measure Up Debrief	· 533 Exam	· Lab Due
	· 533 Measure Up	· Professional Development		· Final Grades Due
	· Independent Work			· Decompression

Week 18

Day 86	Day 87	Day 88	Day 89	Day 90
Lectures on Additional Technologies	· 533 Exam Retakes	· Portfolio Review	· Final Grades Given	· Last Day of Class
Portfolio Work Begins				· Decompression
	· Other Exam Retakes	· All Make-up Homework, Quizzes, Labs Due		

Notes

- Schedule graduation a minimum of 1 month in advance to let trainees plan accordingly.
- Graduation is suggest 1-2 weeks maximum after the Last Day of Classes, ideally even the week or weekend of.