

**SPRING 2012  
START DATES 1 & 2**

**OPEN ENTRY DUE DATES**

Please find your course(s) and follow your due date schedule closely.

Work is always accepted on or before the due date; points are taken off after the due date.

<b>No work will be accepted after:</b>	<b>April 19, 2012</b>
<b>All exams must be taken by:</b>	<b>April 26, 2012</b>

**ASSIGNMENTS & EXAMS ARE DUE BEFORE YOUR OPEN ENTRY LAB CLOSES ON THE DATES SPECIFIED.  
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OIT 109 - Keyboarding I				OIT 110 - Keyboarding II				OIT 111 - Keyboarding III				OIT 112 - Keyboarding IV			
Assignment 1	DUE	Tue	02/07/12	Assignment 1	DUE	Tue	02/07/12	Assignment 1	DUE	Tue	02/07/12	Assignment 1	DUE	Tue	02/07/12
Assignment 2	DUE	Tue	02/21/12	Assignment 2	DUE	Tue	02/21/12	Assignment 2	DUE	Tue	02/21/12	Assignment 2	DUE	Tue	02/21/12
Assignment 3	DUE	Tue	03/06/12	Assignment 3	DUE	Tue	03/06/12	Assignment 3	DUE	Tue	03/06/12	Assignment 3	DUE	Tue	03/06/12
Assignment 4	DUE	Tue	03/20/12	Assignment 4	DUE	Tue	03/20/12	Assignment 4	DUE	Tue	03/20/12	Assignment 4	DUE	Tue	03/20/12
Assignment 5	DUE	Tue	03/27/12	Assignment 5	DUE	Tue	04/10/12	Assignment 5	DUE	Tue	04/10/12	Assignment 5	DUE	Tue	04/10/12
Assignment 6	DUE	Tue	04/10/12												
Assignment 7	DUE	Tue	04/24/12												
OIT 176 - Beginning Word				OIT 177 - Intermediate Word				OIT 178 - Advanced Word				OIT 181 - Beginning Excel			
Assignment 1	DUE	Wed	02/15/12	Assignment 1	DUE	Wed	02/15/12	Assignment 1	DUE	Wed	02/15/12	Assignment 1	DUE	Thu	02/16/12
Assignment 2	DUE	Wed	03/14/12	Assignment 2	DUE	Wed	03/14/12	Assignment 2	DUE	Wed	03/14/12	Assignment 2	DUE	Thu	03/15/12
Assignment 3	DUE	Wed	04/11/12	Assignment 3	DUE	Wed	04/11/12	Assignment 3	DUE	Wed	04/11/12	Assignment 3	DUE	Thu	04/12/12
Final Exam	DUE	Thu	04/26/12	Final Exam	DUE	Thu	04/26/12	Final Exam	DUE	Thu	04/26/12	Final Exam	DUE	Thu	04/26/12
OIT 182 - Intermediate Excel				OIT 183 - Advanced Excel				OIT 184 - Beginning PowerPoint				OIT 185 - Intermediate PowerPoint			
Assignment 1	DUE	Thu	02/16/12	Assignment 1	DUE	Thu	02/16/12	Assignment 1	DUE	Tue	02/14/12	Assignment 1	DUE	Tue	02/14/12
Assignment 2	DUE	Thu	03/15/12	Assignment 2	DUE	Thu	03/15/12	Assignment 2	DUE	Tue	03/13/12	Assignment 2	DUE	Tue	03/13/12
Assignment 3	DUE	Thu	04/12/12	Assignment 3	DUE	Thu	04/12/12	Assignment 3	DUE	Tue	04/10/12	Assignment 3	DUE	Tue	04/10/12
Final Exam	DUE	Thu	04/26/12	Final Exam	DUE	Thu	04/26/12	Final Exam	DUE	Thu	04/26/12	Final Exam	DUE	Thu	04/26/12
OIT 187 - Beginning Access				OIT 188 - Intermediate Access				OIT 189 - Advanced Access				OIT 190 - Outlook			
Assignment 1	DUE	Wed	02/15/12	Assignment 1	DUE	Wed	02/15/12	Assignment 1	DUE	Wed	02/15/12	Assignment 1	DUE	Thu	02/16/12
Assignment 2	DUE	Wed	03/14/12	Assignment 2	DUE	Wed	03/14/12	Assignment 2	DUE	Wed	03/14/12	Assignment 2	DUE	Thu	03/15/12
Assignment 3	DUE	Wed	04/11/12	Assignment 3	DUE	Wed	04/11/12	Assignment 3	DUE	Wed	04/11/12	Assignment 3	DUE	Thu	04/12/12
Final Exam	DUE	Thu	04/26/12	Final Exam	DUE	Thu	04/26/12	Final Exam	DUE	Thu	04/26/12	Final Exam	DUE	Thu	04/26/12
OIT 192 - Microsoft Publisher				OIT 193 - Microsoft Project				OIT 195 - Introduction to the Internet				OIT 196 - Introduction to Windows 7			
Assignment 1	DUE	Thu	02/16/12	Assignment 1	DUE	Thu	02/16/12	Assignment 1	DUE	Thu	02/16/12	Assignment 1	DUE	Thu	02/16/12
Assignment 2	DUE	Thu	03/15/12	Assignment 2	DUE	Thu	03/08/12	Assignment 2	DUE	Thu	03/15/12	Assignment 2	DUE	Thu	03/15/12
Assignment 3	DUE	Thu	04/12/12	Assignment 3	DUE	Thu	03/29/12	Assignment 3	DUE	Thu	04/12/12	Assignment 3	DUE	Thu	04/12/12
Final Exam	DUE	Thu	04/26/12	Final Exam	DUE	Thu	04/26/12	Final Exam	DUE	Thu	04/26/12	Final Exam	DUE	Thu	04/26/12

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<b>All exams must be taken by:</b>	April 26, 2012

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OIT 197 - Proofreading				OIT 226 - Legal Terminology				OIT 227 - Medical Terminology				OIT 228 - Medical Scheduling & Billing			
Assignment 1	DUE	Tue	02/07/12	<b>Find your due dates in Moodle</b>  <b>All exams are taken in an Open Entry lab</b>  <b>EXAMS MAY NOT BE TAKEN AFTER THE DUE DATES!</b>	<b>Find your due dates in Moodle</b>  <b>All exams are taken in an Open Entry lab</b>  <b>EXAMS MAY NOT BE TAKEN AFTER THE DUE DATES!</b>	Assignment 1	DUE	Thu	02/02/12	<b><u>OIT-228 - MUST be completed in an Open Entry lab using the Medisoft software.</u></b>					
Assignment 2	DUE	Tue	02/21/12			Assignment 2	DUE	Thu	02/16/12						
Assignment 3	DUE	Tue	03/06/12			Assignment 3	DUE	Thu	03/01/12						
Assignment 4	DUE	Tue	03/20/12			Assignment 4	DUE	Thu	03/15/12						
Assignment 5	DUE	Tue	04/10/12			Assignment 5	DUE	Thu	03/29/12						
				Assignment 6	DUE	Thu	04/19/12								
OIT 229 - Medical Coding				OIT 241 - Machine Transcription				OIT 243 - Legal Transcription				OIT 245 - Medical Transcription			
Assignment 1	DUE	Thu	02/09/12	Assignment 1	DUE	Tue	01/31/12	Assignment 1	DUE	Wed	02/29/12	Assignment 1	DUE	Thu	02/02/12
Assignment 2	DUE	Thu	02/23/12	Assignment 2	DUE	Tue	02/14/12	Mid-Term Exam	DUE	Wed	03/07/12	Quizzes 1 & 2	DUE	Thu	02/16/12
Assignment 3	DUE	Thu	03/08/12	Assignment 3	DUE	Tue	02/28/12	Assignment 2	DUE	Wed	04/11/12	Assignment 2	DUE	Thu	03/01/12
Assignment 4	DUE	Thu	03/22/12	Assignment 4	DUE	Tue	03/06/12	Final Exam	DUE	Wed	04/25/12	Quizzes 3 & 4	DUE	Thu	03/15/12
Assignment 5	DUE	Thu	04/12/12	Assignment 5	DUE	Tue	03/20/12	<b><u>OIT 241, 243, and 245 courses should be completed in an Open Entry lab in order to take advantage of the dicataion equipment.</u></b>				Assignment 3	DUE	Thu	03/29/12
				Assignment 6	DUE	Tue	04/10/12					Quizzes 5, 6, & 7	DUE	Thu	04/12/12
				Assignment 7	DUE	Tue	04/17/12					Final Exam	DUE	Thu	04/26/12
				Assignment 8 (Final)	DUE	Tue	04/24/12								

***REMEMBER: Assignments turned in late will result in percentage points being subtracted from that assignment's final grade. No assignments will be accepted after: Thursday, April 26, 2012  
Homework needs to be turned in before the closing time of your Open Entry lab. Be sure you know the lab hours of your site!***