

**BOT 102 – TEN KEY
Weekly Assignment Guide
Spring 2017**

Week	Dates	Description
1	<p style="text-align: center;">March 27</p> <p style="text-align: center; color: red;">Due: April 1</p>	<p>Access the following in Blackboard:</p> <ul style="list-style-type: none"> • BOT 102 Getting Started Video • BOT 102 Syllabus • Online Orientation and Quiz • Submit Contact Info • Read Ten Key Mastery PowerPoint Presentation for Students PDF <p>Ten Key Mastery Website: Lessons 1 through 3</p> <ul style="list-style-type: none"> • Week 1 Tips
2	<p style="text-align: center;">April 2</p> <p style="text-align: center; color: red;">Due: April 8</p>	<p>Ten Key Mastery Lessons 4 through 8</p> <ul style="list-style-type: none"> • Week 2 Tips
3	<p style="text-align: center;">April 9</p> <p style="text-align: center; color: red;">Due: April 15</p>	<p>Ten Key Mastery Lessons 9 through 12</p> <ul style="list-style-type: none"> • Week 3 Tips
4	<p style="text-align: center;">April 16</p> <p style="text-align: center; color: red;">Due: April 22</p>	<p>Ten Key Mastery</p> <ul style="list-style-type: none"> • Lessons 13 through 17 • Optional Lesson (Timing) 1 • Week 4 Tips
5	<p style="text-align: center;">April 23</p> <p style="text-align: center; color: red;">Due: April 29</p>	<p>Ten Key Mastery</p> <ul style="list-style-type: none"> • Lessons 18 through 22 • Optional Lesson (Timing) 2 • Week 5 Tips
6	<p style="text-align: center;">April 30</p> <p style="text-align: center; color: red;">Due: May 6</p>	<p>Ten Key Mastery</p> <ul style="list-style-type: none"> • Lessons 23 and 24 • Optional Lessons (Timings) 3 and 4 • Week 6 Tips
7	<p style="text-align: center;">May 7</p> <p style="text-align: center; color: red;">Due: May 13</p>	<p>Ten Key Mastery</p> <ul style="list-style-type: none"> • Employment Tests 1 and 2 (Lessons 25 and 26) • Optional Lesson (Timing) 5 • Week 7 Tips
8	<p style="text-align: center;">May 14</p> <p style="text-align: center; color: red;">Due: May 20</p>	<p>Ten Key Mastery</p> <ul style="list-style-type: none"> • Employment Test 3 (Lesson 27) • Optional Lesson (Timing) 6 • Week 8 Tips <p>Blackboard</p> <ul style="list-style-type: none"> • Final Exam
	<p style="text-align: center;">May 20 deadline</p>	<p>All lessons, timings, quizzes, and final exam must be completed.</p>