

WEEK	PROJECT TRACK Mon + Tue	TOOLS TRACK Wed + Thu	SEMINAR Fri	ASSIGNMENT due Mon
1	Introductions			1. Self portrait
2	File Management	Internet & Web Basics	Internet Privacy	2. Site critiques
3	Project Concept	Blogging	Source Evaluation	3. Blog setup
4			TBD	4. Blog posts
5	Project Proposal	Word	TBD	5. Simple letter
6			TBD	6. Project concept
7	Financial Analysis	Excel	TBD	7. Simple spread-sheet
8			TBD	8. Project financials
9	Marketing Plan	Publisher	TBD	9. Simple flyer
10			TBD	10. Project brochure
11	People / Inventory	Access	TBD	11. Simple database
12			TBD	12. Project database
13	Project Summary	PowerPoint	TBD	13. Simple slide deck
14			TBD	14. Project "pitch"
15	Resume / Cover Letter	Web Design	TBD	15. Personal resume
16			TBD	16. Simple website
17	Portfolio		TBD	17. Cover letter
18			TBD	18. Portfolio site
FINAL	Portfolio Presentation			Portfolio