

**CIS 221 ASSIGNMENTS AND LAB EXERCISES LEARNING SCHEDULE
SUMMER QUARTER 2010-01**

#	Chapter Name	Due Date	Assignment	Points
1	Creating a Document	July 20, 2009 at 8:00 a.m.	Chapter Work: Meyer Letter Case Problem 1: Wingra Family Practice Clinic, page 39 Chapter Test WORK ETHICS: Appearance	25 25 100 3
2	Editing and Formatting a Document	July 27, 2009 at 8:00 a.m.	Chapter Work: Design Handbook Case Problem 1: New Classes, page 90 Chapter Test WORK ETHICS: Attendance	25 25 100 3
3	Creating a Multiple-Page Report	August 3, 2009 at 8:00 a.m.	Chapter Work: Audit Report Case Problem 1: Textiles Report. page140 Chapter Test WORK ETHICS: Attitude	25 25 100 3
4	Desktop Publishing and Mail Merge	August 10, 2009 at 8:00 a.m.	Chapter Work: Prevention Newsletter Cover Letter Case Problem 1: Audio Books, Audio Books Blog, page 190 Chapter Test WORK ETHICS: Character	25 30 100 3
5	Working with Templates and Outlines	August 17, 2009 at 8:00 a.m.	Chapter Work: Pool Sites Case Problem 1: Plant, Plant Template, Crabapple, page 254 Chapter Test WORK ETHICS: Communication	25 35 100 3
6	Using Mail Merge	August 24, 2009 at 8:00 a.m.	Chapter Work: Yoga Letter; Labels1; Directory1 Case Problem 1: Gallery, Gallery Data, Merged Gallery Letters, Merged Gallery Envelopes, E-Mail Directory, Merged E-Mail Directory, page 306 Chapter Test WORK ETHICS: Cooperation	25 40 100 3
7	Collaborating with Others and Creating Web Pages	August 31, 2009 at 8:00 a.m.	Chapter Work: Green Fields Rev; Green Fields Fresh Lunch Program Case Problem 1: Cook Letter, Cook Statement, Cook Letter2, page 368 Chapter Test WORK ETHICS: Organization, Productivity	25 20 100 3,3
8	Customizing Word and Automating Your Work	September 8, 2009 at 8:00 a.m.	Chapter Work: Inquiry Form Case Problem 1: LCN Response, LCN Response with macro, Letter Final, page 445 Chapter Test WORK ETHICS: Respect, Teamwork	25 20 100 3,3
10	Final Exam	September 16, 2009 at 8:00 a.m.	FINAL EXAM	100