

**CIS 222 ASSIGNMENTS AND LAB EXERCISES LEARNING SCHEDULE  
SUMMER QUARTER 2010-01**

<b>#</b>	<b>Chapter Name</b>	<b>Due Date</b>	<b>Assignment</b>	<b>Points</b>
1	Getting Started with Excel	<b>July 20, 2009 at 8:00 a.m.</b>	Chapter Work : Rip City Digital Orders Case Problem 1 on page 49: Altac Bicycles Chapter Test WORK ETHICS: Appearance	25 15 100 3
2	Designing a Workbook	<b>July 27, 2009 at 8:00 a.m.</b>	Chapter Work: ExerComp Sales Report Case Problem 1 on page 104: FrostiWear Sales Report Chapter Test WORK ETHICS: Attendance	25 15 100 3
3	Working with Formulas and Functions	<b>August 3, 2009 at 8:00 a.m.</b>	Chapter Work: Drake Family Budget Case Problem 1 on page 153: Chemistry 303 Final Scores Chapter Test WORK ETHICS: Attitude	25 15 100 3
4	Working with Charts and Graphics	<b>August 10, 2009 at 8:00 a.m.</b>	Chapter Work: New Century Fund Case Problem 1 on page 208: Kenai Fjords Park Chapter Test WORK ETHICS: Character	25 10 100 3
5	Working with Excel Tables, PivotTables, and PivotCharts	<b>August 17, 2009 at 8:00 a.m.</b>	Chapter Work: LaFouch Museum Case Problem 1 on page 273: Zoo Pledges Chapter Test WORK ETHICS: Communication	25 20 100 3
6	Managing Multiple Worksheets and Workbooks	<b>August 24, 2009 at 8:00 a.m.</b>	Chapter Work: New Mexico; Totals 2010 Case Problem 1 on page 327: Java Café; Java Café 2010; Web Java Chapter Test WORK ETHICS: Cooperation	25 15 100 3
7	Using Advanced Functions, Conditional Formatting, and Filtering	<b>August 31, 2009 at 8:00 a.m.</b>	Chapter Work: Talent Tracs Review Assignment on page 384: Tracs Employee Chapter Test WORK ETHICS: Organization, Productivity	5 20 100 3,3
8	Developing an Excel Application	<b>Sept 8, 2009 at 8:00 a.m.</b>	Chapter Work: Theatre with Macros Case Problem 1 on page 444: MTC with Macros Chapter Test WORK ETHICS: Respect, Teamwork	25 20 100 3,3
10	Final Exam	<b>Sept 16, 2009 at 8:00 a.m.</b>	FINAL EXAM	100