

CIS 225 Assignments and Due Dates Spring Quarter – 2010-04

| # | Chapter Name | Due Date | Assignment | Points |
|---|--|---------------------------------|---|---------------------------|
| 1 | Textbook and SIMnet: Outlook Lesson 1: Introduction to Outlook and Email | April 5, 2010 by 11:55 p.m. | Exercise 1-18 on pages 23 - 24 SIMnet Training: Outlook Lesson 1: Introduction to Outlook and Email SIMnet Test: Outlook Lesson 1: Introduction to Outlook and Email WORK ETHICS: Appearance, Attendance | 100 100 100 3, 3 |
| 2 | Textbook and SIMnet: Outlook Lesson 2: Contact Management | April 12, 2010 by 11:55 p.m. | Exercise 2-21 and Exercise 2-22 on page 52-53 Canaan Resume SIMnet Training: Outlook Lesson 2: Contact Management SIMnet Test: Outlook Lesson 2: Contact Management WORK ETHICS: Attitude | 100 100 100 3 |
| 3 | Textbook and SIMnet: Outlook Lesson 3: Managing Scheduling | April 19, 2010 by 11:55 p.m. | Exercise 3-34 on page 99-100 SIMnet Training: Outlook Lesson 3: Managing Scheduling SIMnet Test: Outlook Lesson 3: Managing Scheduling WORK ETHICS: Character | 100 100 100 3 |
| 4 | Textbook and SIMnet: Outlook Lesson 4: Task Management | April 27, 2010 by 11:55 p.m. | Exercise 4-12 and Exercise 4-13 on page 116 SIMnet Training: Outlook Lesson 4: Task Management SIMnet Test: Outlook Lesson 4: Task Management WORK ETHICS: Cooperation | 100 100 100 3 |
| 5 | Textbook and SIMnet: Outlook Lesson 5: Managing E-Mail Efficiently | May 3, 2010 by 11:55 p.m. | Exercise 5-40 on page 162 SIMnet Training: Outlook Lesson 5: Managing E-Mail Efficiently SIMnet Test: Outlook Lesson 5: Managing E-Mail Efficiently WORK ETHICS: Organization, Productivity | 100 100 100 3,3 |
| 6 | Textbook and SIMnet: Outlook Lesson 6: Categorizing and Managing Outlook Data Files | May 10, 2010 by 11:55 p.m. | Exercise 6-14 on page 178 SIMnet Training: Outlook Lesson 6: Categorizing and Managing Outlook Data Files SIMnet Test: Outlook Lesson 6: Categorizing and Managing Outlook Data Files WORK ETHICS: Respect, Teamwork | 100 100 100 3,3 |
| 7 | Final Exam | May 17, 2010 by 11:55 p.m. | FINAL EXAM | 100 |

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