



CIS 39 – Spring 2017 Class Schedule

Instructor: Gina Jerry **Section:** 1441

The following chart depicts the anticipated class schedule. Schedule may be changed at the discretion of the instructor. All assignments are due by 11:59 p.m. on the due dates listed below.

WEEK	START DATE	CHAPTER(S)	TOPIC(S)	DUE DATE
1	Monday Apr 17	Office 2016 Chapter	Getting Started, Syllabus, Office 2016	Monday Apr 24
2	Monday Apr 24	Outlook Chapter 1	Managing Email Messages	Monday May 1
3	Monday May 1	Outlook Chapter 3	Managing Contacts & Personal Contact Information	Monday May 8
4	Monday May 8	Outlook Chapter 2	Managing Calendars	Monday May 15
5	Monday May 15	Outlook Chapter 2 & Outlook Chapter 4	Creating & Editing Appointments, Events & Meetings; Managing Tasks	Monday May 22
6	Monday May 22	Outlook Chapter 5	Customizing Outlook; Miscellaneous Features of Outlook	Tuesday May 30
7	Monday May 29	Special Topics	Web Pages; Voting Buttons; Mail Merge	Monday Jun 5
8	Monday Jun 5		Final Exam	Friday Jun 9