### Cisy 1100 Online Spring 2010 Schedule

<table>
<thead>
<tr>
<th>Date Range</th>
<th>Assignments</th>
</tr>
</thead>
</table>
| January 6 – January 17| • Review Online Orientation  
                          • Assignment 1- Windows XP and Office Fundamentals                       |
| January 19 – January 31| • Assignment 2- Microsoft Word Chapter 1                                      |
| February 1 – February 7 | • Assignment 3-Microsoft Word Chapter 1 Practice Exercises  
                               (one week)                                                              |
| February 8– February 21 | • Assignment 4- Microsoft Word Chapter 2                                      |
| February 22 – Feb. 28 | • Assignment 5- Microsoft Word Chapter 2 Practice Exercises  
                               (one week)  
                               • Complete Midterm by February 28, 2010 by 11:00 p.m.                  |
| March 1 – March 14   | • Assignment 6- Microsoft Word Chapter 3                                      |
| March 15 – March 21   | • Assignment 7- Microsoft Word Chapter 3 Practice exercises  
                               (one week)                                                              |
| March 22– March 26   | • Spring Break                                                               |
| March 29 – April 11  | • Assignment 8- Microsoft Word Chapter 4  
                               • Work on Word Project                                                   |
| April 12 – April 25  | • Assignment 9- Microsoft Word Chapter 4 Practice Exercises  
                               (one week)  
                               Word Project Due April 25, 2010 by 11:00 p.m.                         |
| April 26 – April 30  | • Complete Final Exam by April 30, 2010 by 11:00 p.m.                        |
Important Dates:

- Drop/Add: January 6 - 12
- First Day: January 6
- Martin Luther King Holiday: January 18
- Midterm: March 2
- Spring Break: March 22 – March 26
- Last Day of Classes: April 28