

## FALL 2007 WEEKLY SCHEDULE CIS 1003 WINDOWS (Chuck Louviere)

Note: This document is being provided in addition to your course syllabus and may be changed at any time during the semester at the discretion of the instructor. All effort will be made to inform students of changes in print or by email.

WK	DAY	Lecture Topic	Homework Assigned	Points
1	T	Introductions, Paperwork, Policies Install and set up Keyboarding Software Install and set up SAM log in and sign in	Student Information Sheets	
2	T	<u>Lecture – Project 1</u> Fundamentals of Windows XP	Learn it Online 3 (page 1.67) Use Help 1 (page 1.68ff) In the Lab 2 (page 1.73ff)	10 10 10
3	T	Exam 1 SAM (Project 1)	<i>Exam is scheduled for 50 minutes from beginning of class time and will be reviewed afterwards.</i>	100
4	T	<u>Lecture - Project 2</u> Working with Windows Desktop	Learn it Online 3 (page 2.60) Use Help 1 (page 2.61ff) In the Lab 1 (page 2.64ff)	10 10 10
5	T	<u>Lecture - Project 3</u> File, Document, Folder Management	Learn it Online 3 (page 3.67) In the Lab 1 (page 3.69ff) In the Lab 2 (page 3.71ff) skip part 4	10 10 10
6	T	Exam 2 SAM (Project 2 & 3)	<i>Exam is scheduled for 50 minutes from beginning of class time and will be reviewed afterwards.</i>	100
7	T	<u>Lecture - Project 4</u> Modifying Your Desktop Environment.	Learn it Online 3 (page 4.72) Use Help 1 (page 4.73) In the Lab 1 (page 4.74ff)	10 10 10
8	T	<u>Lecture - Project 5</u> Customizing your Control Panel	Learn it Online 3 (page 5.68) Use Help 1 (page 5.69) In the Lab 1 (page 5.70ff)	10 10 10
9	T	<u>Lecture - Project 6</u> Advanced File and Web Searching	Learn it Online 3 (page 6.57) In the Lab 1	10 10
10	T	Exam 3 SAM (Project 4, 5, & 6)	<i>Exam is scheduled for 50 minutes from beginning of class time and will be reviewed afterwards.</i>	100
11	T	Begin Keyboarding Assignments	<i>Pre-test ( Typing Assessment)</i> Keyboarding Lessons 1-6 Print out Lesson Summaries for notebook & Save work	60
12	T	Continue Keyboarding Assignments	Keyboarding Lessons 7-13 Print out Lesson Summaries for notebook & Save work <i>Post-test (Assessment)</i>	70
13	T	Keyboarding Tests and Timings	<i>Exam is scheduled for 50 minutes from beginning of class time and will be reviewed afterwards.</i>	100
14	T	D2L  Introduction & Assignments Tutorials	TBA	20
15	T	<u>Lecture – Tutorial 1</u> Exploring the Basics of Vista	Quick Check 1.1 WIN 27 <u>Quick Check 1.2 WIN 40</u>	5
		<u>Lecture – Tutorial 2</u> Organizing Your Files Vista	Quick Check 2.1 WIN 62 Quick Check 2.2 WIN 74 Quick Check 2.3 WIN 88	5
16	T	<u>Lecture – Tutorial 3</u> Personalizing Your Environment Vista	Quick Check 3.1 WIN 117 <u>Quick Check 3.2 WIN 131</u>	5
		<u>Lecture – Tutorial 4</u> Working with the Internet and Email	Quick Check 3.3 WIN 149 Quick Check 4.1 WIN 178 Quick Check 4.2 WIN 202	5
F	T	Final Exam Tutorial 1-4 Vista Book	ScanTron	100

### TOTAL POSSIBLE POINTS:

Homework	340
Exams	500
Attendance	160
TOTAL	1,000