

FALL 2007 Weekly Schedule for CIS 1113 Computer Concepts w/Applications

On the average, tests take about 15-25 minutes to take; however, they are all scheduled for 50 minutes each (starting at the beginning of class) and are reviewed immediately afterwards.

**ALL HOMEWORK ASSIGNMENTS ARE LISTED ON THE DAY THEY ARE GIVEN
AND DUE AT THE BEGINNING OF THE NEXT CLASS MEETING.**

Wk	Day	Lecture Topic/Assignments	Homework Assigned	Pts
1	F	Introductions, Paperwork, Policies, etc. Check O-KEY status	<i>Student Information Sheets</i>	
2	F	<i>Office 2007 Book</i> Windows Project 1: Introduction to Windows VISTA	* <i>In the Lab 1</i> * <i>In the Lab 2</i>	20
3	F	<i>DC 2008 Book</i> Chapter 1: Introduction to Using Computers Do Practice test until you received 85% or better (recommended). <u>Read Chapter</u> - At the end of the Chapter: <u>Do and Hand in Checkpoint</u> → Chapter 2: The Internet and The World Wide Web Do Practice test until you received 85% or better (recommended). <u>Read Chapter</u> - At the end of the Chapter: <u>Do and Hand in Checkpoint</u> →	* <i>Label the Figure</i> * <i>True/False</i> * <i>Matching</i> * <i>Multiple Choice</i> * <i>Short Answer</i> * <i>Label the Figure</i> * <i>True False</i> * <i>Matching</i> * <i>Multiple Choice</i> * <i>Short Answer</i>	20 20
4	F	<i>DC 2008 Book</i> Chapter 4: The Components of the System Unit Do Practice test until you received 85% or better (recommended). <u>Read Chapter</u> - At the end of the Chapter: <u>Do and Hand in Checkpoint</u> → Review for Concepts Exam (HANDOUT)	* <i>Label the Figure</i> * <i>True False</i> * <i>Matching</i> * <i>Multiple Choice</i> * <i>Short Answer</i>	20
5	50 mins↓	Concepts EXAM #1: Windows VISTA (Office 2007 Book), Chapters 1, 2, 4 (DC 2008 Book)	TEST IN CLASS	100
	F	<i>DC 2008 Book</i> Chapter 5: Input Do Practice test until you received 85% or better (recommended). <u>Read Chapter</u> - At the end of the Chapter: <u>Do and Hand in Checkpoint</u> →	* <i>Label the Figure</i> * <i>True False</i> * <i>Matching</i> * <i>Multiple Choice</i> * <i>Short Answer</i>	20
6	F	<i>DC 2008 Book</i> Chapter 6: Output Do Practice test until you received 85% or better (recommended). <u>Read Chapter</u> - At the end of the Chapter: <u>Do and Hand in Checkpoint</u> → Chapter 7: Storage Do Practice test until you received 85% or better (recommended). <u>Read Chapter</u> - At the end of the Chapter: <u>Do and Hand in Checkpoint</u> → Review for Concepts Exam (HANDOUT)	* <i>Label the Figure</i> * <i>True False</i> * <i>Matching</i> * <i>Multiple Choice</i> * <i>Short Answer</i> * <i>Label the Figure</i> * <i>True False</i> * <i>Matching</i> * <i>Multiple Choice</i> * <i>Short Answer</i>	20 20
	50 mins↓	Concepts EXAM #2: Chapters 5, 6, 7 (DC 2008 BOOK)	TEST IN CLASS	100
7	F	<i>DC 2008 Book</i> Chapter 9: Communications and Networks Do Practice test until you received 85% or better (recommended). <u>Read Chapter</u> - At the end of the Chapter: <u>Do and Hand in Checkpoint</u> →	* <i>Label the Figure</i> * <i>True/False</i> * <i>Matching</i> * <i>Multiple Choice</i> * <i>Short Answer</i>	20
8	F	Chapter 11: Computers and Society: Security, Privacy, and Ethics Do Practice test until you received 85% or better (recommended). <u>Read Chapter</u> - At the end of the Chapter: <u>Do and Hand in Checkpoint</u> → Review for Concepts Exam (HANDOUT)	* <i>Label the Figure</i> * <i>True/False</i> * <i>Matching</i> * <i>Multiple Choice</i> * <i>Short Answer</i>	20

Wk	Day	Lecture Topic/Assignments	Homework Assigned	Pts
9	F	FALL BREAK – NO CLASS	N/A	
10	50 mins↓	Concepts EXAM #5: Chapters 9 & 11 (DC 2004 BOOK)	TEST IN CLASS	100
	F	<i>Office 2007 Book</i> MS Word 2003 Project 1: Creating and Editing A Word Document At the end of the Project: Look over <i>What You Should Know</i> .	* In the Lab 3 * Case Problem 3	20
11	F	<i>Office 2007 Book</i> MS Word 2003 Project 2: Creating a Research Paper At the end of the Project: Look over <i>What You Should Know</i> .	* In the Lab 2 * In the Lab 3	20
	By Next Class ⇅	Word EXAM (MS Word Test)	OUTSIDE OF CLASS	100
12	F	<i>Office 2007 Book</i> MS Excel 2003 Project 1: Creating a Worksheet and Embedded Chart At the end of the Project: Look over <i>What You Should Know</i> .	* In the Lab 2 * Cases & Places 1	20
		MS Excel 2003 Project 2: Formulas, Functions, Formatting / Web Queries At the end of the Project: Look over <i>What You Should Know</i> .	* In the Lab 2 * Cases & Places 1	20
	By Next Class ⇅	Excel EXAM (MS Excel Test)	OUTSIDE OF CLASS	100
13	F	<i>Office 2007 Book</i> MS Access 2003 Project 1: Creating a Database Using Design View At the end of the Project: Look over <i>What You Should Know</i> .	* In the Lab 1 * Cases & Places 1	20
		<i>Office 2007 Book</i> MS Access 2003 Project 2: Querying a Database Using Select Query At the end of the Project: Look over <i>What You Should Know</i> .	* In the Lab 1 * Cases & Places 1	20
	By Next Class ⇅	Access EXAM (MS Access Test)	OUTSIDE OF CLASS	100
14	F	THANKSGIVING BREAK – NO CLASS	N/A	
15	F	<i>Office 2007 Book</i> MS PowerPoint 2003 Project 1: Using Design Templates & Text Slide Layout to Create a Presentation At the end of the Project: Look over <i>What You Should Know</i> .	* In the Lab 1 * Cases & Places 1	20
		MS PowerPoint 2003 Project 2: Using Outline Tab and Clip Art to Create a Slideshow At the end of the Project: Look over <i>What You Should Know</i> .	* In the Lab 1 * Cases & Places 1	20
16	F	Turn in Final Project Topic. Topic must be approved by instructor. Class time to research/work on final ppt. Project ** PPT final presentation topic must be approved by instructor.	Handout	
F	F	Final PowerPoint Presentations given to class. For student to receive credit, presentation must be made to this class by this day. Presentations will begin at the beginning of class and will not take the full class time to complete. Final Letter Grades will be turned in after presentations are finished.	TEST IN CLASS	100
			TOTAL POINTS	1040