REVISED SPRING 2007 WEEKLY SCHEDULE CIS 1003 WINDOWS (Chuck Louviere)

Note: This document 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.

Week	Lecture Topic	Homework Assigned	Points
1	Introductions, Paperwork, Policies Set up Keyboarding Software Set up SAM log in and sign in	Student Information Sheets	5
2	Lecture - Project 1 Fundamentals of Windows XP	Learn it Online 3 (page 1.67) Use Help 1 (page 1.68) In the Lab 2 (page 1.73ff) In the Lab 3 (page1.76ff) In the Lab 4 (page 1.78)	10 5 5 5 5
3	Exam 1 SAM (Project 1)	N/A	100
4	Lab - Begin Keyboarding Assignments →	*Pre-test (Assessment only)* Keyboarding Lessons 1-4 Print out Lesson Summaries for notebook & Save work	40
5	Lab - Continue Keyboarding Assignments →	Keyboarding Lessons 5-9 Print out Lesson Summaries for notebook & Save work	50
6	Lab - Continue Keyboarding Assignments →	Keyboarding Lessons 10-13 Print out Lesson Summaries for notebook & Save work *Post-test (Assessment only)*	40
7	Keyboarding Tests and Timings	N/A	100
8	Lecture - Project 2 Working with Windows Desktop	Learn it Online 3 (page 2.60) Use Help 1 (page 2.61ff) Use Help 2 (page 2.62ff) In the Lab 1 (page 2.64ff) In the Lab 2 (page 2.65ff)	10 5 5 5 5
9	SPRING BREAK	NO CLASS	
10	D2L *Desire2Learn Innovative Learning Technology* Introduction & Assignments Tutorials	TBA	30
11	Lecture - Project 3 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) In the Lab 3 (page 3.73ff) In the Lab 4 (page 3.76ff)	10 5 5 5 5
12	Exam 2 SAM (Project 2 & 3)	N/A	100
13	Lecture - Project 4 Modifying Your Desktop Environment.	Learn it Online 3 (page 4.72) Use Help 1 (page 4.73) In the Lab 1 (page 4.74ff) In the Lab 3 (page 4.78ff) In the Lab 4 (page 4.80ff)	10 5 5 5 5
14	Lecture - Project 5 Customizing your Control Panel	Learn it Online 3 (page 5.68) Use Help 1 (page 5.69) Use Help 2 (page 5.69) In the Lab 1 (page 5.70ff) In the Lab 2 (page 5.72ff)	10 5 5 5 5
15	Lecture - Project 6 Advanced File and Web Searching	Learn it Online 3 (page 6.57) In the Lab 1 (page 6.59ff) In the Lab 2 (page 6.61ff) In the Lab 4 (page 6.64ff)	10 5 5 5
16	Exam 3 SAM (Project 4, 5, & 6)	N/A	200
FINALS	Optional Comprehensive Final TBA		

POSSIBLE POINTS:

Homework	340
Exams & Timings	500
Attendance	160
TOTAL	1,000