

## **SPRING 2007 Weekly Schedule for CIS 1113 Computer Concepts w/Applications**

On the average, SAM tests take about 15-25 minutes to take; however, they are all scheduled for 50 minutes each.

SAM **CONCEPTS** Exams (DC 2007 Book) are scheduled for one day only, password protected, taken in class, closed book, begin when the class time starts, and will be reviewed afterwards. Concepts tests may only be taken once and only during the time listed here.

SAM **APPLICATION** exams (Office 2003 book) are scheduled By Next Class, and may be taken outside of class, and are open book. The APPLICATION practice tests can be taken as many times as you would like and any time after they are scheduled. SAM APPLICATION tests may only be taken **once** and only during the time listed here.

**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.	Student Information Sheets	
2	F	<i>Office 2003 Book</i> <b>Windows Project 1: Introduction to Windows XP Professional</b>	* In the Lab 2 * In the Lab 3 Part 1	20
3	F	<i>DC 2007 Book</i> <b>Chapter 1: Introduction to Using Computers</b> Do Practice test until you received 85% or better (recommended). Read Chapter - At the end of the Chapter: Do and Hand in <i>Checkpoint</i> →	* Label the Figure * True/False * Matching * Multiple Choice * Short Answer	20
		<b>Chapter 2: The Internet and The World Wide Web</b> Do Practice test until you received 85% or better (recommended). Read Chapter - At the end of the Chapter: Do and Hand in <i>Checkpoint</i> →	* Label the Figure * True False * Matching * Multiple Choice * Short Answer	20
4	F	<i>DC 2007 Book</i> <b>Chapter 4: The Components of the System Unit</b> Do Practice test until you received 85% or better (recommended). Read Chapter - At the end of the Chapter: Do and Hand in <i>Checkpoint</i> → <b>SETUP SAM ACCOUNTS IN CLASS – Institution ID #: S3084048</b> <b>JOIN CORRECT CLASS SECTION &amp; TALK ABOUT SAMXP</b> <b>Review for Concepts Exam (HANDOUT)</b>	* Label the Figure * True False * Matching * Multiple Choice * Short Answer	20
5	50 mins↓	<b>Concepts EXAM #1: Windows XP (Office 2003 Book), Chaps 1, 2, 4 (DC 2007 Book)</b>	<b>SAM TEST IN CLASS</b>	100
	F	<i>Office 2003 Book</i> <b>MS Word 2003 Project 1: Creating and Editing A Word Document</b> At the end of the Project: Look over <i>What You Should Know</i> .	* In the Lab 3 * Case Problem 3	20
6	F	<i>Office 2003 Book</i> <b>MS Word 2003 Project 2: Creating a Research Paper</b> At the end of the Project: Look over <i>What You Should Know</i> . <b>Practice for Applications Test - IN CLASS - SAM [Sporting Goods]</b>	* In the Lab 2 * In the Lab 3	20
	By Next Class↕	<b>SAM Word EXAM#2 (MS Word Test) [Professional Coaching]</b>	<b>OUTSIDE OF CLASS</b>	100
7	F	<i>DC 2007 Book</i> <b>Chapter 5: Input</b> Do Practice test until you received 85% or better (recommended). Read Chapter - At the end of the Chapter: Do and Hand in <i>Checkpoint</i> →	* Label the Figure * True False * Matching * Multiple Choice * Short Answer	20
		<b>Chapter 6: Output</b> Do Practice test until you received 85% or better (recommended). Read Chapter - At the end of the Chapter: Do and Hand in <i>Checkpoint</i> →	* Label the Figure * True False * Matching * Multiple Choice * Short Answer	20

WK	DAY	Lecture Topic/Assignments	Homework Assigned	Pts
8	F	<i>DC 2007 Book</i> <b>Chapter 7: Storage</b> Do Practice test until you received 85% or better (recommended). Read Chapter - At the end of the Chapter: Do and Hand in <i>Checkpoint</i> → <b>Review for Concepts Exam (HANDOUT)</b>	* Label the Figure * True False * Matching * Multiple Choice * Short Answer	20
9	F	<b>SPRING BREAK</b>	NO CLASS	
10	50 mins↓	<b>Concepts EXAM #3: Chapters 5, 6, 7 (DC 2007 BOOK)</b>	<b>SAM TEST IN CLASS</b>	100
	F	<i>Office 2003 Book</i> <b>MS Excel 2003 Project 1: Creating a Worksheet and Embedded Chart</b> At the end of the Project: Look over <i>What You Should Know</i> .	* In the Lab 2 * Cases & Places 1	20
11	F	<i>Office 2003 Book</i> <b>MS Excel 2003 Project 2: Formulas, Functions, Formatting / Web Queries</b> At the end of the Project: Look over <i>What You Should Know</i> . <b>Practice for Applications Test - IN CLASS – SAM [Wilderness Rescue]</b>	* In the Lab 2 * Cases & Places 1	20
	By Next Class ↕	<b>SAM Excel EXAM #4 (MS Excel Test) [Copy Store]</b>	<b>OUTSIDE OF CLASS</b>	100
12	F	<i>DC 2007 Book</i> <b>Chapter 9: Communications and Networks</b> Do Practice test until you received 85% or better (recommended). Read Chapter - At the end of the Chapter: Do and Hand in <i>Checkpoint</i> → <b>Chapter 11: Computers and Society: Security, Privacy, and Ethics</b> Do Practice test until you received 85% or better (recommended). Read Chapter - At the end of the Chapter: Do and Hand in <i>Checkpoint</i> → <b>Review for Concepts Exam (HANDOUT)</b>	* Label the Figure * True/False * Matching * Multiple Choice * Short Answer  * Label the Figure * True/False * Matching * Multiple Choice * Short Answer	20  20
	50 mins↓	<b>Concepts EXAM #5: Chapters 9 &amp; 11 (DC 2004 BOOK)</b>	<b>SAM TEST IN CLASS</b>	100
13	F	<i>Office 2003 Book</i> <b>MS Access 2003 Project 1: Creating a Database Using Design View</b> At the end of the Project: Look over <i>What You Should Know</i> .	* In the Lab 1 * Cases and Places 1	20
	F	<i>Office 2003 Book</i> <b>MS Access 2003 Project 2: Querying a Database Using Select Query</b> At the end of the Project: Look over <i>What You Should Know</i> . <b>Practice for Applications Test - IN CLASS – SAM [Public Library]</b>	* In the Lab 1 * Cases and Places 1	20
14	By Next Class ↕	<b>SAM Access EXAM #6 (MS Access Test) [Medical Equipment]</b>	<b>OUTSIDE OF CLASS</b>	100
	F	<i>Office 2003 Book</i> <b>MS PowerPoint 2003 Project 1: Using Design Templates /Auto Layouts</b> At the end of the Project: Look over <i>What You Should Know</i> . <b>MS PowerPoint 2003 Project 2: Using Outline View and Clip Art</b> At the end of the Project: Look over <i>What You Should Know</i> .	* In the Lab 1 * Cases & Places 1  * In the Lab 1 * Cases & Places 1	20  20
16	F	<b>Turn in Final Project Topic. Topic must be approved by instructor.</b> <b>Class time to research/work on final ppt. Project</b> <b>** PPT final presentation topic must be approved by instructor.</b>	<i>Handout</i>	
Finals Week	F	<b>Final PowerPoint Presentations given to class.</b> 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.	<b>TEST IN CLASS</b>	100
<b>TOTAL POINTS</b>				1040