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.

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	5
	R	<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
2	T	Exam 1 SAM (Project 1)	N/A	100
	R	Begin Keyboarding Assignments	*Pre-test (Typing Assessment)* Keyboarding Lessons 1-4 Print out Lesson Summaries for notebook & Save work	40
3	T	Continue Keyboarding Assignments	Keyboarding Lessons 5-9 Print out Lesson Summaries for notebook & Save work	50
	R	Continue Keyboarding Assignments	Keyboarding Lessons 10-13 Print out Lesson Summaries for notebook & Save work *Post-test (Assessment)*	40
4	T	Keyboarding Tests and Timings		200
	R	<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	D2L *Desire2Learn Innovative Learning Technology* Introduction & Assignments Tutorials	TBA	30
	R	<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)		100
	R	<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
7	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
	R	<u>Lecture - Project 6</u> Advanced File and Web Searching	Learn it Online 3 (page 6.57) In the Lab 1	10 15
8	T	Exam 3 SAM (Project 4, 5, & 6)		100
	R	Final	TBA	

TOTAL POSSIBLE POINTS:

Homework	340
Exams	500
Attendance	160
TOTAL	1,000