

2008 FALL WEEKLY SCHEDULE CIS 1503 MS OFFICE (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 | DATE | LECTURE TOPIC/WORK | HOMEWORK ASSIGNED | POINTS |
|----|-----|---------------|--|---|----------------------|
| 1 | 1 | M 08/18/08 | Introduction to HYBRID class, Paperwork, Policies Download Windows Data Files for the course (to a USB drive) Create SAM accounts for tests <div style="text-align: center;">  cover Desire2Learn for homework <small>Innovative Learning Technology</small> </div> Essential Computer Concepts | 1. Student Information Sheets 2. Send your instructor an email (something interesting about yourself) with the <u>subject line</u> EX: OSUOKC 1503 M 1:00 Your Name 3. Review Assignment (EC 35-37) | 10 10 |
| | 2 | W 08/20/08 | Exploring the Basics Windows Vista Windows – Managing Your Files Browser and Email Basics Getting Started with MS Office | 1. Review Assignment (WIN 34) 2. Review Assignment (FM 20) 3. Quick Checks (BEB 16, 26) 4. Quick Check (OFF 29) | 20 20 10 10 |
| 2 | 3 | M 08/25/08 | TEST #1 (first 5 chapters) | <i>Exam is scheduled for 50 minutes from beginning of class time and will be reviewed afterwards.</i> | 100 |
| | 4 | W 08/27/08 | <u>MS WORD</u> Tutorial 1: Creating a Document Tutorial 2: Editing/Formatting a Document | 1. Review Assignment (WD 38-39) 2. Case Problem 2 (WD 40-41) 3. Review Assignment (WD 87-90) 4. Case Problem 2 (WD 91-92) | 10 10 10 10 |
| 3 | 5 | M 09/01/08 | LABOR DAY – <u>NO CLASS</u> | N/A | |
| | 6 | W 09/03/08 | <u>MS WORD</u> Tutorial 3: Creating a Multiple-Page Report Tutorial 4: Desktop Publishing/Mail Merge | 1. Review Assignment (WD 139) 2. Case Problem 2 (WD 141) 3. Review Assignment (WD 189-190) 4. Case Problem 2 (WD91-92) | 10 10 10 10 |
| 4 | 7 | M 09/08/08 | TEST #2 <u>WORD</u> | <i>Exam is scheduled for 50 minutes from beginning of class time and will be reviewed afterwards.</i> | 100 |
| | 8 | W 09/10/08 | <u>MS EXCEL</u> Tutorial 1: Getting Started with Excel Tutorial 2: Formatting a Workbook | 1. Review Assignment (EX 48-49) 2. Case Problem 2 (EX 51-52) 3. Review Assignment (EX 102-104) 4. Case Problem 2 (EX 106-108) | 10 10 10 10 |
| 5 | 9 | M 09/15/08 | <u>MS EXCEL</u> Tutorial 3: Working with Formulas/Functions Tutorial 4: working with Charts/Graphics | 1. Review Assignment (EX 152-153) 2. Case Problem 2 (EX 155-156) 3. Review Assignment (EX 207-208) 4. Case Problem 2 (EX 209-211) | 10 10 10 10 |
| | 10 | W 09/17/08 | TEST #3 <u>EXCEL</u> | <i>Exam is scheduled for 50 minutes from beginning of class time and will be reviewed afterwards.</i> | 100 |
| 6 | 11 | M 09/22/08 | <u>MS ACCESS</u> Tutorial 1: Creating a Database Tutorial 2: Building a Database/Relationships | 1. Review Assignment (AC 37-38) 2. Review Assignment (AC 88-89) | 20 20 |
| | 12 | W 09/24/08 | <u>MS ACCESS</u> Tutorial 3: Querying a Database Tutorial 4: Creating Forms and Reports | 1. Review Assignment (AC 145-146) 2. Review Assignment (AC190-191) | 20 20 |
| 7 | 13 | M 09/29/08 | TEST #4 <u>ACCESS</u> | <i>Exam is scheduled for 50 minutes from beginning of class time and will be reviewed afterwards.</i> | 100 |
| | 14 | W 10/01/08 | <u>MS PowerPoint</u> Tutorial 1:Creating a Presentation Tutorial 2:Modify Text/Graphic Objects | 1. Review Assignment (PPT 33-34) 2. Review Assignment (PPT 78-79) | 10 10 |
| 8 | 15 | M 10/06/08 | Work on PowerPoint | Topic must be approved by Instructor | |
| | 16 | W 10/08/08 | TEST #5 <u>POWERPOINT</u> | <i>Give presentation to class. Final scores will be turned in on this day after the last presentation.</i> | 100 |

TOTAL POSSIBLE POINTS:

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|-------------------|--------------|
| Homework Points | 340 |
| Exam Points | 500 |
| Attendance Points | 160 |
| TOTAL | 1,000 |