

2008 SPRING WEEKLY SCHEDULE CIS 1003 WINDOWS (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	Lecture Topic	Homework Assigned	Points
1	F	Introductions, Paperwork, Policies Download Windows Data Files	1. Student Information Sheets	10
			2. Send your instructor an email (something interesting about yourself) with the <u>subject line</u> OSUOKC 1003 F 5:30 Your Name	20
2	F	<u>Lecture – Tutorial 1</u> Exploring the Basics of Microsoft Windows Vista	1. Review Assignment (WIN 42-43) 2. Case Problem 1 (WIN 43)	20 20
3	F	<u>Lecture – Tutorial 2</u> Organizing Your Files Vista	1. Review Assignment (WIN 89-90) 2. Case Problem 1 (WIN 90-91)	20 20
4	F	 Introduction & Assignments Tutorials	TBA (to be announced)	50
5	F	TEST #1 IN D2L OVER TUTORIALS 1 & 2	<i>Exam is scheduled for 50 minutes from beginning of class time and will be reviewed afterwards.</i>	100
6	F	Begin KEYBOARDING Assignments Lessons 1-6	• Print out Lesson exam for your instructor (10 points each)	60
7	F	Begin KEYBOARDING Assignments Lessons 7-12	• Print out Lesson exam for your instructor (10 points each)	60
8	F	TEST #2 KEYBOARDING TEST & TIMINGS	<i>Exam is scheduled for 50 minutes from beginning of class time and will be reviewed afterwards.</i>	100
9	F	TBA	TBA	
10	F	SPRING BREAK		
11	F	<u>Lecture – Tutorial 3</u> Personalizing Your Environment Vista	1. Review Assignment (WIN 151-152) 2. Case Problem 1 (WIN 152-153)	20 20
12	F	<u>Lecture – Tutorial 4</u> Working with the Internet and Email	1. Review Assignment (WIN 204) 2. Case Problem 1 (WIN 205)	20 20
13	F	TEST #3 IN D2L OVER TUTORIALS 3 & 4	<i>Exam is scheduled for 50 minutes from beginning of class time and will be reviewed afterwards.</i>	100
14	F	<u>Lecture – Tutorial 5</u> Protecting Your Computer	1. Review Assignment (WIN 260-261) 2. Case Problem 1 (WIN 261-262)	20 20
15	F	<u>Lecture – Tutorial 6</u> Searching an Collaborating with Others	1. Review Assignment (WIN 311-312) 2. Case Problem 1 (WIN 312-313)	20 20
16	F	TEST #4 IN D2L OVER TUTORIALS 5 & 6	<i>Exam is scheduled for 50 minutes from beginning of class time and will be reviewed afterwards.</i>	100
F	F	FINALS WEEK: Comprehensive Final Exam TBA	<i>Optional "Replacement" Exam for one <u>missed test</u> or <u>low test score</u></i>	

TOTAL POSSIBLE POINTS:

Homework Points	440
Exam Points	400
Attendance Points	160
TOTAL	1,000