<h1 style="text-align:center">SPRING 2008 Weekly Schedule for
CIS 1113 Computer Concepts w/Applications</h1>

On the average, tests take about 15-25 minutes to take; however, they are all scheduled for 50 minutes each (starting at the beginning of class) and are reviewed immediately afterwards.

<p style="text-align:center">ALL HOMEWORK ASSIGNMENTS ARE LISTED ON THE DAY THEY ARE GIVEN
AND DUE AT THE BEGINNING OF THE NEXT CLASS MEETING.</p>

Wk	Day	Lecture Topic/Assignments	Homework Assigned	Pts
1	F	**Introductions, Paperwork, Policies, etc.** **Check O-KEY status**	*Student Information Sheets*	
2	F	*Office 2007 Book* **Windows Chapter 1: Introduction to Windows VISTA**	** In the Lab 1* ** In the Lab 2*	20
3	F	*DC 2008 Book* **Chapter 1: Introduction to Using Computers** Do Practice test until you received 85% or better (recommended). Read Chapter - At the end of the Chapter: Do and Hand in *Checkpoint* → **Chapter 2: The Internet and The World Wide Web** Do Practice test until you received 85% or better (recommended). Read Chapter - At the end of the Chapter: Do and Hand in *Checkpoint* →	** Label the Figure* ** True/False* ** Matching* ** Multiple Choice* ** Short Answer* ** Label the Figure* ** True False* ** Matching* ** Multiple Choice* ** Short Answer*	20 20
4	F	*DC 2008 Book* **Chapter 4: The Components of the System Unit** Do Practice test until you received 85% or better (recommended). Read Chapter - At the end of the Chapter: Do and Hand in *Checkpoint* → **Review for Concepts Exam (HANDOUT)**	** Label the Figure* ** True False* ** Matching* ** Multiple Choice* ** Short Answer*	20
5	50 mins⇩	**Concepts EXAM #1: Windows VISTA (Office 2007 Book), Chapters 1, 2, 4 (DC 2008 Book)**	TEST IN CLASS	100
	F	*DC 2008 Book* **Chapter 5: Input** Do Practice test until you received 85% or better (recommended). Read Chapter - At the end of the Chapter: Do and Hand in *Checkpoint* →	** Label the Figure* ** True False* ** Matching* ** Multiple Choice* ** Short Answer*	20
6	F	*DC 2008 Book* **Chapter 6: Output** Do Practice test until you received 85% or better (recommended). Read Chapter - At the end of the Chapter*: Do and Hand in *Checkpoint* → **Chapter 7: Storage** Do Practice test until you received 85% or better (recommended). Read Chapter - At the end of the Chapter: Do and Hand in *Checkpoint* → **Review for Concepts Exam (HANDOUT)**	** Label the Figure* ** True False* ** Matching* ** Multiple Choice* ** Short Answer* ** Label the Figure* ** True False* ** Matching* ** Multiple Choice* ** Short Answer*	20 20
7	50 mins⇩	**Concepts EXAM #2: Chapters 5, 6, 7 (DC 2008 BOOK)**	TEST IN CLASS	100
	F	*DC 2008 Book* **Chapter 9: Communications and Networks** Do Practice test until you received 85% or better (recommended). Read Chapter - At the end of the Chapter: Do and Hand in *Checkpoint* →	** Label the Figure* ** True/False* ** Matching* ** Multiple Choice* ** Short Answer*	20
8	F	**Chapter 11: Computers and Society: Security, Privacy, and Ethics** Do Practice test until you received 85% or better (recommended). Read Chapter - At the end of the Chapter: Do and Hand in *Checkpoint* → **Review for Concepts Exam (HANDOUT)**	** Label the Figure* ** True/False* ** Matching* ** Multiple Choice* ** Short Answer*	20

Wk	Day	Lecture Topic/Assignments	Homework Assigned	Pts
9	50 mins⇩	**Concepts EXAM #5: Chapters 9 & 11 (DC 2004 BOOK)**	TEST IN CLASS	100
	F	*Office 2007 Book* **MS Word 2003 Chapter 1: Creating and Editing A Word Document** At the end of the Chapter: Look over *What You Should Know.*	*In the Lab 3* *Case Problem 3*	20
10	F	**SPRING BREAK – NO CLASS**	N/A	
11	F	*Office 2007 Book* **MS Word 2003 Chapter 2: Creating a Research Paper** At the end of the Chapter: Look over *What You Should Know.*	*In the Lab 2* *In the Lab 3*	20
	By Next Class ⇕	**Word EXAM (MS Word Test)**	OUTSIDE OF CLASS	100
12	F	*Office 2007 Book* **MS Excel 2003 Chapter 1: Creating a Worksheet and Embedded Chart** At the end of the Chapter: Look over *What You Should Know.*	*In the Lab 2* *Cases & Places 1*	20
13	F	**MS Excel 2003 Chapter 2: Formulas, Functions, Formatting / Web Queries** At the end of the Chapter: Look over *What You Should Know.*	*In the Lab 2* *Cases & Places 1*	20
	By Next Class ⇕	**Excel EXAM (MS Excel Test)**	OUTSIDE OF CLASS	100
14	F	*Office 2007 Book* **MS Access 2003 Chapter 1: Creating a Database Using Design View** At the end of the Chapter: Look over *What You Should Know.* *Office 2007 Book* **MS Access 2003 Chapter 2: Querying a Database Using Select Query** At the end of the Chapter: Look over *What You Should Know.*	*In the Lab 1* *Cases & Places 1* *In the Lab 1* *Cases & Places 1*	20 20
	By Next Class ⇕	**Access EXAM (MS Access Test)**	OUTSIDE OF CLASS	100
15	F	*Office 2007 Book* **MS PowerPoint 2003 Chapter 1: Using Design Templates & Text Slide Layout to Create a Presentation** At the end of the Chapter: Look over *What You Should Know.* **MS PowerPoint 2003 Chapter 2: Using Outline Tab and Clip Art to Create a Slideshow** At the end of the Chapter: Look over *What You Should Know.*	*In the Lab 1* *Cases & Places 1* *In the Lab 1* *Cases & Places 1*	20 20
16	F	**Turn in Final Chapter Topic. Topic must be approved by instructor.** **Class time to research/work on final ppt. Chapter** **** PPT final presentation topic must be approved by instructor.**	*Handout*	
F	F	**Final PowerPoint Presentations given to class.** 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.	TEST IN CLASS	100
			TOTAL POINTS	1040