

## 2008 SUMMER 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	DATE	Lecture Topic	Homework Assigned	Points
1	1	T 06/03/08	Introductions, Paperwork, Policies Download Windows Data Files for the course (to a USB drive)	1. Student Information Sheets 2. Send your instructor an email (something interesting about yourself) with the <u>subject line</u> OSUOKC 1003 F 5:30 Your Name	20 20
	2	R 06/05/08	<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
2	3	T 06/10/08	<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	R 06/12/08	 Introduction & Assignments Tutorials	TBA (to be announced in class)	50
3	5	T 06/17/08	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	R 06/19/08	Begin KEYBOARDING Assignments Lessons 1-5	• Print out Lesson exams for your instructor (10 points each)	50
4	7	T 06/24/08	Begin KEYBOARDING Assignments Lessons 6-11 (do <u>not</u> go to Lesson 12)	• Print out Lesson exams for your instructor (10 points each)	60
	8	R 06/26/08	TEST #2 KEYBOARDING TEST & TIMINGS: LESSON 12	<i>Exam is scheduled for 50 minutes from beginning of class time and will be reviewed afterwards.</i>	100
5	9	T 07/01/08	<u>Lecture – Tutorial 3</u> Personalizing Your Environment Vista	1. Review Assignment (WIN 151-152) #17 Print (right click picture & resize to 50%x50%) 2. Case Problem 1 (WIN 152-153) #15 Print (right click picture & resize to 50%x50%)	20 20
	10	R 07/03/08	TBA	TBA	
6	11	T 07/08/08	<u>Lecture – Tutorial 4</u> Working with the Internet and Email	1. Review Assignment (WIN 204) skip 9-12 2. Case Problem 1 (WIN 205) skip 8-10	20 20
	12	R 07/10/08	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
7	13	T 07/15/08	<u>Lecture – Tutorial 5</u> Protecting Your Computer	1. Review Assignment (WIN 260-261) 2. Case Problem 1 (WIN 261-262)	20 20
	14	R 07/17/08	<u>Lecture – Tutorial 6</u> Searching and Collaborating with Others	1. Review Assignment (WIN 311-312) 2. Case Problem 1 (WIN 312-313)	20 20
8	15	T 07/22/08	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
	16	R 07/24/08	FINAL: 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
<b>TOTAL</b>	<b>1,000</b>