2009 FALL M-W 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	M 08/24/09	Introductions, Paperwork, Policies	Student Information Sheets	10
	2	W 08/26/09	Review Textbook, OSU-OKC website, O-key Download Windows Data Files for the course (to a USB drive)		
2	3	M 08/31/09	LAB DAY – WORK ON ASSIGNMENTS	Send your instructor an email (something interesting about yourself) with the subject line EX: *OSUOKC 1003 F 5:30 Your Name*	20
	4	W 09/02/09	Lecture – Chapter 1 The Windows Vista Desktop		
3	5	M 09/07/09	LABOR DAY	NO CLASS	
	6	W 09/09/09	LAB DAY – WORK ON ASSIGNMENTS	1. In the Lab 1 (WIN 68-69) PRINT SCREEN KEY, go to Wordpad EDIT, PASTE, resize image to fit on one page, FILE, PRINT 2. In the Lab 2 (WIN 69-70)	20 20
4	7	M 09/14/09	Lecture – Chapter 2 Working on the Windows Vista Desktop		
	8	W 09/16/09	LAB DAY – WORK ON ASSIGNMENTS	1. In the Lab 1 (WIN 141-142) 2. In the Lab 2 (WIN 143-144)	20 20
5	9	M 09/21/09	Desire2Learn Online Classroom Introduction & Assignments Chapters	TBA (to be announced in class)	
	10	W 09/23/09	LAB DAY – WORK ON ASSIGNMENTS	Online Classroom Assignments	50
6	11	M 09/28/09	**VISTA TEST #1** IN D2L OVER CHAPTERS 1 & 2	*Exam is scheduled for 50 minutes from beginning of class time and will be reviewed afterwards.*	**100**
	12	W 09/30/09	Begin KEYBOARDING Assignments Lessons 1-3	• PASSWORD to start lesson 3 is "**qwerty**"	30
7	13	M 10/05/09	Begin KEYBOARDING Assignments Lessons 4-6	• You must complete a lesson exam to move on (10 pts each)	30
	14	W 10/07/09	Begin KEYBOARDING Assignments Lessons 7-9	• You may take a lesson exam again to improve your score	30
8	15	M 10/12/09	Begin KEYBOARDING Assignments Lessons 10-12	• **stop at 12, do not go to Lesson 13 (Test)**	30
	16	W 10/14/09	LAB DAY – WORK ON ASSIGNMENTS	OSU-OKC Fall Break 15-16	

9	17	M 10/19/09	LAB DAY – WORK ON ASSIGNMENTS	• Finish any pending lessons	
	18	W 10/21/09	**KEYBOARDING TEST** & TIMINGS: LESSON 13 (DONE IN CLASS)	*Exam is scheduled for 5 minutes from beginning of class time and will be reviewed afterwards.*	**100**
10	19	M 10/26/09	<u>Lecture – Chapter 3</u> File and Folder Management		
	20	W 10/28/09	LAB DAY – WORK ON ASSIGNMENTS	1. In the Lab 1 (WIN 218-220) **skip parts 6 & 7** 2. In the Lab 2 (WIN 220-222) **skip parts 6 & 7**	20 20
11	21	M 11/02/09	<u>Lecture – Chapter 4</u> Personal Information Management and Communication		
	22	W 11/04/09	LAB DAY – WORK ON ASSIGNMENTS	• Cases and Places 3 (WIN 306)	40
12	23	M 11/09/09	**VISTA TEST #2** IN D2L OVER CHAPTERS 3 & 4	*Exam is scheduled for 50 minutes from beginning of class time and will be reviewed afterwards.*	**100**
	24	W 11/11/09	<u>Lecture – Chapter 5</u> Personalize Your Work Environment	1. In the Lab 1 (WIN 385-387) 2. In the Lab 2 (WIN 387-389) **skip parts 4, 5, & 6**	20 20
13	25	M 11/16/09	LAB DAY – WORK ON ASSIGNMENTS		
	26	W 11/18/09	<u>Lecture – Chapter 6</u> Customizing Your Computer Using the Control Panel	1. In the Lab 1 (WIN 473-475) **parts 1, 2, & 3 only** 2. In the Lab 2 (WIN 475-477)	20 20
14	27	M 11/23/09	LAB DAY – WORK ON ASSIGNMENTS	OSU-OKC Thanksgiving 25-29	
	28	W 11/25/09	**THANKSGIVING BREAK**	**NO CLASS**	
15	29	M 11/30/09	LAB DAY – WORK ON ASSIGNMENTS		
	30	W 12/02/09	**VISTA TEST #3** IN D2L OVER CHAPTERS 5 & 6	*Exam is scheduled for 50 minutes from beginning of class time and will be reviewed afterwards.*	**100**
16	31	M 12/07/09	LAB DAY – WORK ON ASSIGNMENTS		
	32	W 12/09/09	FINAL: Comprehensive Final Exam TBA	*Optional* "Replacement" Exam for one <u>missed test</u> or <u>low test score</u>	
		Finals			

Test

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PASSWORDS:

Vista Computers	Typing Master Online	O-KEY
Login: *Student*	Login: _____	Login: _____
Password: *Oakland*	Password: _____	Password: _____

TOTAL POSSIBLE POINTS:

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