2009 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	DATE	LECTURE TOPIC/WORK	HOMEWORK ASSIGNED	POINTS
1	M *08/24/09*	Introduction to class, Paperwork, Policies Cover Desire2Learn *Innovative Learning Technology* ONLINE CLASSROOM for homework Cover OSU email for communication	• Student Information Sheets • Send your instructor an email (something interesting about yourself) with the subject line EX: *OSUOKC 1503 T/R 2:30 Your Name*	10
	W *08/26/09*	Essential Computer Concepts Download Windows Data Files for the course (to a USB drive) Create *CASEGRADER* accounts for tests	• Review Assignment (EC 35-37) • **CASEGRADER CLASS CODE: 2FD0D814** LOGIN: _____ PASSWORD: _____	10
2	M *08/31/09*	Exploring the Basics Windows Vista	• Review Assignment (WIN 34)	20
	W *09/02/09*	Windows – Managing Your Files Browser and Email Basics Getting Started with MS Office	• Review Assignment (FM 20) • Quick Checks (BEB 16, 26) • Quick Check (OFF 29)	20 10 10
3	M *09/07/09*	**LABOR DAY**	NO CLASS	
	W *09/09/09*	LAB DAY	WORK ON ANY REMAINING UNIT 1 HOMEWORK	
4	M *09/14/09*	TEST #1 (first 5 chapters)	*Exam is scheduled for 50 minutes from beginning of class time and will be reviewed afterwards.*	100
	W *09/16/09*	MS WORD Tutorial 1: Creating a Document	• Review Assignment (WD 38-39) • Case Problem 2 (WD 40-41)	10 10
5	M *09/21/09*	Tutorial 2: Editing/Formatting a Document	• Review Assignment (WD 87-90) • Case Problem 2 (WD 91-92)	10 10
	W *09/23/09*	Tutorial 3: Creating a Multiple-Page Report	• Review Assignment (WD 139) • Case Problem 2 (WD 141)	10 10
6	M *09/28/09*	Tutorial 4: Desktop Publishing/Mail Merge	• Review Assignment (WD 189-190) • Case Problem 2 (WD 192)	10 10
	W *09/30/09*	LAB DAY	WORK ON ANY REMAINING UNIT 2 HOMEWORK	
7	M *10/05/09*	TEST #2 WORD	*Exam is scheduled for 50 minutes from beginning of class time and will be reviewed afterwards.*	100
	W *10/07/09*	MS EXCEL Tutorial 1: Getting Started with Excel	• Review Assignment (EX 48-49) • Case Problem 2 (EX 51-52)	10 10

8	M *10/12/09*	Tutorial 2: Formatting a Workbook	• Review Assignment (EX 102-104) • Case Problem 2 (EX 106-108)	10 10
	W *10/14/09*	Tutorial 3: Working with Formulas/Functions	• Review Assignment (EX 152-153) • Case Problem 2 (EX 155-156)	10 10
9	M *10/19/09*	Tutorial 4: working with Charts/Graphics	• Review Assignment (EX 207-208) • Case Problem 2 (EX 209-211)	10 10
	W *10/21/09*	LAB DAY	WORK ON ANY REMAINING UNIT 3 HOMEWORK	
10	M *10/26/09*	TEST #3 <u>EXCEL</u>	*Exam is scheduled for 50 minutes from beginning of class time and will be reviewed afterwards.*	100
	W *10/28/09*	<u>MS ACCESS</u> Tutorial 1: Creating a Database	• Review Assignment (AC 37-38)	20
11	M *11/02/09*	Tutorial 2: Building a Database/Relationships	• Review Assignment (AC 88-89)	20
	W *11/04/09*	Tutorial 3: Querying a Database	• Review Assignment (AC 145-146)	20
12	M *11/09/09*	Tutorial 4: Creating Forms and Reports	• Review Assignment (AC 190-191)	20
	W *11/11/09*	LAB DAY	WORK ON ANY REMAINING UNIT 4 HOMEWORK	
13	M *11/16/09*	TEST #4 <u>ACCESS</u>	*Exam is scheduled for 50 minutes from beginning of class time and will be reviewed afterwards.*	100
	W *11/18/09*	<u>MS PowerPoint</u> Tutorial 1:Creating a Presentation	• Review Assignment (PPT 33-34)	10
14	M *11/23/09*	Tutorial 2:Modify Text/Graphic Objects	• Review Assignment (PPT 78-79)	10
	W *11/25/09*	THANKSGIVING HOLIDAY	NO CLASS	
15	M *11/30/09*	LAB DAY	**Topic must be approved by Instructor** Work on PowerPoint Final	
	W *12/02/09*	LAB DAY	Work on PowerPoint Final	
16	M *12/07/09*	TEST #5 <u>POWERPOINT</u>	*Give presentation to class. Final scores will be turned in on this day after the last presentation.*	100
	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			

TOTAL POSSIBLE POINTS:	
Homework Points	340
Exam Points	500
Attendance Points	160
TOTAL	**1,000**