


## 2009 SPRING 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	T 01/13/09	Introduction to class, Paperwork, Policies  Cover  for homework and OSU email for communication	<ul style="list-style-type: none"> <li>Student Information Sheets</li> <li>Send your instructor an email (something interesting about yourself) with the <u>subject line</u> EX: OSUOKC 1503 T/R 2:30 Your Name</li> </ul>	10
	R 01/15/09	Essential Computer Concepts  Download Windows Data Files for the course (to a USB drive) Create <b>SAM</b> accounts for tests	<ul style="list-style-type: none"> <li>Review Assignment (EC 35-37)</li> </ul>	10
2	T 01/20/09	Exploring the Basics Windows Vista	<ul style="list-style-type: none"> <li>Review Assignment (WIN 34)</li> </ul>	20
	R 01/22/09	Windows – Managing Your Files  Browser and Email Basics Getting Started with MS Office	<ul style="list-style-type: none"> <li>Review Assignment (FM 20)</li> <li>Quick Checks (BEB 16, 26)</li> <li>Quick Check (OFF 29)</li> </ul>	20 10 10
3	T 01/27/09	LAB DAY	WORK ON ANY REMAINING UNIT 1 HOMEWORK	
	R 01/29/09	TEST #1 (first 5 chapters)	<i>Exam is scheduled for 50 minutes from beginning of class time and will be reviewed afterwards.</i>	100
4	T 02/03/09	<u>MS WORD</u> Tutorial 1: Creating a Document	<ul style="list-style-type: none"> <li>Review Assignment (WD 38-39)</li> <li>Case Problem 2 (WD 40-41)</li> </ul>	10 10
	R 02/05/09	Tutorial 2: Editing/Formatting a Document	<ul style="list-style-type: none"> <li>Review Assignment (WD 87-90)</li> <li>Case Problem 2 (WD 91-92)</li> </ul>	10 10
5	T 02/10/09	Tutorial 3: Creating a Multiple-Page Report	<ul style="list-style-type: none"> <li>Review Assignment (WD 139)</li> <li>Case Problem 2 (WD 141)</li> </ul>	10 10
	R 02/12/09	Tutorial 4: Desktop Publishing/Mail Merge	<ul style="list-style-type: none"> <li>Review Assignment (WD 189-190)</li> <li>Case Problem 2 (WD 192)</li> </ul>	10 10
6	T 02/17/09	LAB DAY	WORK ON ANY REMAINING UNIT 2 HOMEWORK	
	R 02/19/09	TEST #2 <u>WORD</u>	<i>Exam is scheduled for 50 minutes from beginning of class time and will be reviewed afterwards.</i>	100
7	T 02/24/09	<u>MS EXCEL</u> Tutorial 1: Getting Started with Excel	<ul style="list-style-type: none"> <li>Review Assignment (EX 48-49)</li> <li>Case Problem 2 (EX 51-52)</li> </ul>	10 10
	R 02/26/09	Tutorial 2: Formatting a Workbook	<ul style="list-style-type: none"> <li>Review Assignment (EX 102-104)</li> <li>Case Problem 2 (EX 106-108)</li> </ul>	10 10
8	T 03/03/09	Tutorial 3: Working with Formulas/Functions	<ul style="list-style-type: none"> <li>Review Assignment (EX 152-153)</li> <li>Case Problem 2 (EX 155-156)</li> </ul>	10 10
	R 03/05/09	Tutorial 4: working with Charts/Graphics	<ul style="list-style-type: none"> <li>Review Assignment (EX 207-208)</li> <li>Case Problem 2 (EX 209-211)</li> </ul>	10 10

9	T 03/10/09	LAB DAY	WORK ON ANY REMAINING UNIT 3 HOMEWORK	
	R 03/12/09	TEST #3 <u>EXCEL</u>	<i>Exam is scheduled for 50 minutes from beginning of class time and will be reviewed afterwards.</i>	100
10	T 03/17/09	SPRING BREAK	N/A	
	R 03/19/09	SPRING BREAK	N/A	
11	T 03/24/09	<u>MS ACCESS</u> Tutorial 1: Creating a Database	• Review Assignment (AC 37-38)	20
	R 03/26/09	Tutorial 2: Building a Database/Relationships	• Review Assignment (AC 88-89)	20
12	T 03/31/09	Tutorial 3: Querying a Database	• Review Assignment (AC 145-146)	20
	R 04/02/09	Tutorial 4: Creating Forms and Reports	• Review Assignment (AC 190-191 )	20
13	T 04/07/09	LAB DAY	WORK ON ANY REMAINING UNIT 4 HOMEWORK	
	R 04/09/09	TEST #4 <u>ACCESS</u>	<i>Exam is scheduled for 50 minutes from beginning of class time and will be reviewed afterwards.</i>	100
14	T 04/14/09	<u>MS PowerPoint</u> Tutorial 1: Creating a Presentation	• Review Assignment (PPT 33-34)	10
	R 04/16/09	Tutorial 2: Modify Text/Graphic Objects	• Review Assignment (PPT 78-79)	10
15	T 04/21/09	LAB DAY	<b>Topic must be approved by Instructor</b> Work on PowerPoint Final	
	R 04/23/09	LAB DAY	Work on PowerPoint Final	
16	T 04/28/09	TEST #5 <u>POWERPOINT</u>	<i>Give presentation to class. Final scores will be turned in on this day after the last presentation.</i>	100
	R 04/30/09			
	FINALS	FINAL: Comprehensive Final Exam TBA	<i>Optional "Replacement" Exam for one missed test or low test score</i>	

<b>TOTAL POSSIBLE POINTS:</b>	
Homework Points	340
Exam Points	500
Attendance Points	160
<b>TOTAL</b>	<b>1,000</b>