2009 SUMMER 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 06/01/09	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 subject line EX: OSUOKC 1003 F 5:30 Your Name	10 20
	2	W 06/03/09	Lecture – Chapter 1 The Windows Vista Desktop	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
2	3	M 06/08/09	Lecture – Chapter 2 Working on the Windows Vista Desktop	1. In the Lab 1 (WIN 141-142) 2. In the Lab 2 (WIN 143-144)	20 20
	4	W 06/10/09	Desire2Learn Innovative Learning Technology — Online Classroom Introduction & Assignments Chapters	TBA (to be announced in class)	50
3	5	M 06/15/09	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
	6	W 06/17/09	Begin KEYBOARDING Assignments Lessons 1-6	• PASSWORD to get past lesson 3 is "**qwerty**"	60
4	7	M 06/22/09	Begin KEYBOARDING Assignments Lessons 7-12 (**stop at 12, do not go to Lesson 13**)	• You must complete a lesson exam to move on (10 pts each)	60
	8	W 06/24/09	TEST #2 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
5	9	M 06/29/09	Lecture – Chapter 3 File and Folder Management	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
	10	W 07/01/09	Lecture – Chapter 4 Personal Information Management and Communication	• Cases and Places 3 (WIN 306)	40
6	11	M 07/06/09	TEST #3 IN D2L OVER CHAPTERS 3 & 4	*Exam is scheduled for 50 minutes from beginning of class time and will be reviewed afterwards.*	100
	12	W 07/08/09	Lecture – Chapter 5 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
7	13	M 07/13/09	Lecture – Chapter 6 Customizing Your Computer Using the Control Panel	1. In the Lab 1 (WIN 473-475) 2. In the Lab 2 (WIN 475-477)	20 20
	14	W 07/15/09	LAB DAY	Work on assignments	
8	15	M 07/20/09	TEST #4 IN D2L OVER CHAPTERS 5 & 6	*Exam is scheduled for 50 minutes from beginning of class time and will be reviewed afterwards.*	100
	16	W 07/22/09	FINAL: Comprehensive Final Exam TBA	*Optional* "Replacement" Exam for one missed test or low test score	

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