

## 2009 SUMMER T-R 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<br>06/02/09 | Introductions, Paperwork, Policies<br>Download Windows Data Files for the course<br>(to a USB drive)   | 1. Student Information Sheets<br>2. Send your instructor an email<br>(something interesting about yourself) with the <u>subject line</u> EX:<br><i>OSUOKC 1003 F 5:30 Your Name</i> | 10<br>20 |
|    | 2   | R<br>06/04/09 | <u>Lecture – Chapter 1</u><br>The Windows Vista Desktop  | 1. In the Lab 1 (WIN 68-69)<br>PRINT SCREEN KEY, go to Wordpad<br>EDIT, PASTE, resize image to fit on<br>one page, FILE, PRINT<br>2. In the Lab 2 (WIN 69-70)                       | 20<br>20 |
| 2  | 3   | T<br>06/09/09 | <u>Lecture – Chapter 2</u><br>Working on the Windows Vista Desktop   | 1. In the Lab 1 (WIN 141-142)<br>2. In the Lab 2 (WIN 143-144)  | 20<br>20 |
|    | 4   | R<br>06/11/09 |  <br>Introduction & Assignments Chapters | TBA (to be announced in class)  | 50       |
| 3  | 5   | T<br>06/16/09 | TEST #1 IN D2L OVER CHAPTERS 1 & 2   | <i>Exam is scheduled for 50 minutes<br/>from beginning of class time and<br/>will be reviewed afterwards.</i>   | 100      |
|    | 6   | R<br>06/18/09 | Begin KEYBOARDING Assignments<br>Lessons 1-6   | • PASSWORD to get past lesson<br>3 is <b>"qwerty"</b>   | 60       |
| 4  | 7   | T<br>06/23/09 | Begin KEYBOARDING Assignments<br>Lessons 7-12 ( <b>stop at 12, do not go to Lesson 13</b> )  | • You must complete a lesson<br>exam to move on (10 pts each)   | 60       |
|    | 8   | R<br>06/25/09 | TEST #2 KEYBOARDING TEST & TIMINGS:<br>LESSON 13 (DONE IN CLASS)   | <i>Exam is scheduled for 5 minutes<br/>from beginning of class time and<br/>will be reviewed afterwards.</i>  | 100      |
| 5  | 9   | T<br>06/30/09 | <u>Lecture – Chapter 3</u><br>File and Folder Management   | 1. In the Lab 1 (WIN 218-220)<br><b>skip parts 6 &amp; 7</b><br>2. In the Lab 2 (WIN 220-222)<br><b>skip parts 6 &amp; 7</b>  | 20<br>20 |
|    | 10  | R<br>07/02/09 | <u>Lecture – Chapter 4</u><br>Personal Information Management and<br>Communication   | • Cases and Places 3 (WIN 306)  | 40       |
| 6  | 11  | T<br>07/07/09 | TEST #3 IN D2L OVER CHAPTERS 3 & 4   | <i>Exam is scheduled for 50 minutes<br/>from beginning of class time and<br/>will be reviewed afterwards.</i>   | 100      |
|    | 12  | R<br>07/09/09 | <u>Lecture – Chapter 5</u><br>Personalize Your Work Environment  | 1. In the Lab 1 (WIN 385-387)<br>2. In the Lab 2 (WIN 387-389)<br><b>skip parts 4, 5, &amp; 6</b>   | 20<br>20 |
| 7  | 13  | T<br>07/14/09 | <u>Lecture – Chapter 6</u><br>Customizing Your Computer Using the Control<br>Panel   | 1. In the Lab 1 (WIN 473-475)<br>2. In the Lab 2 (WIN 475-477)  | 20<br>20 |
|    | 14  | R<br>07/16/09 | LAB DAY  | Work on assignments   |          |
| 8  | 15  | T<br>07/21/09 | TEST #4 IN D2L OVER CHAPTERS 5 & 6   | <i>Exam is scheduled for 50 minutes<br/>from beginning of class time and<br/>will be reviewed afterwards.</i>   | 100      |
|    | 16  | R<br>07/23/09 | FINAL: Comprehensive Final Exam TBA  | <i>Optional "Replacement" Exam for<br/>one missed test or low test score</i>  |          |

| PASSWORDS:               |                             |                 |
|--------------------------|-----------------------------|-----------------|
| <b>Vista Computers</b>   | <b>Typing Master Online</b> | <b>O-KEY</b>    |
| Login: <u>Student</u>    | Login: _____                | Login: _____    |
| Password: <u>oakland</u> | Password: _____             | Password: _____ |

| TOTAL POSSIBLE POINTS: |              |
|------------------------|--------------|
| Homework Points        | 440          |
| Exam Points            | 400          |
| Attendance Points      | 160          |
| <b>TOTAL</b>           | <b>1,000</b> |