

CIS 101 – Introduction to Computers and Information Technology

Weekly Schedule

Wk	Date	In Class Activities	Homework/Assignments
1	8/19	Syllabus/Schedule overview Blackboard/SAM overview Blackboard Scavenger Hunt Worksheet	Introductions discussion board – Due 8/26 Introduction to SAM SAM logins - Setup Your SAM account
		Files and Folders (Web-based activity) Introduction to Technology (MSO*)	Complete the Blackboard Scavenger Hunt Quiz - Due 8/26 Create folders on flash drive – Due 8/24
2	8/24	Word Chapter 1 Tutorial– Creating, Formatting, and Editing a Word Document with a Picture (MSO*)	IN SAM - Complete Word 2013 Chapter 1: SAM Project 1a: Completing a Flyer with a Picture – Due 8/31 Read through CLD1 – CLD15 in the Office textbook
	8/26	Office 365 Essentials (MSO*)	
3	8/31	Word Chapter 3 Tutorial – Creating a Business Letter with a Letterhead and Table (MSO*)	IN SAM - Complete Word 2013 Chapter 3: SAM Project 1a: Format a Report Using Tables and Graphics - Due 9/7
	9/2	Chapter 1 – Digital Literacy: Introducing a World of Technology (DC*)	Complete Chapter 1 Exam in Bb – Due 9/9
4	9/7 (No Class)	Labor Day Observed – Campus Closed	
	9/9	Word Chapter 2 Tutorial – Creating a research paper with References and Sources (MSO*)	IN SAM - Complete Word 2013 Chapter 2: SAM Project 1a: Creating a Short Research Paper. – Due 9/16 Word Exam in SAM – Due 9/21
5	9/14	Chapter 2 – The Internet: Accessing, Searching, Sharing, and Communicating (DC*)	Complete chapter 2 Exam in Bb – Due 9/21
	9/16	Excel Chapter 1 Tutorial – Creating a Worksheet and an Embedded Chart (MSO*)	IN SAM - Complete Excel 2013 Chapter 1: SAM Project 1a: Modify a Service Report and Create a Chart – Due 9/23
6	9/21	Chapter 4 – Programs and Apps: Using Software at Work, School and Home (DC*)	Complete chapter 4 Exam in Bb – Due 9/28
	9/23	Excel Chapter 2 Tutorial – Formulas, Functions, and Formatting (MSO*)	IN SAM - Complete Excel 2013 Chapter 2: SAM Project 1a: Add Formulas and Format a Revenue Report – Due 9/30

*MSO – Microsoft Office 2013 Book

DC – Discovering Computers 2014 Book

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7	9/28	Chapter 5 – Digital Safety and Security: Identifying Threats, Issues, and Defenses (DC*)	Complete Chapter 5 Exam in Bb – Due 10/5
	9/30	Excel Chapter 3 Tutorial – What if Analysis, Charting and Working with Large Worksheets (MSO*)	IN SAM - Complete Excel 2013 Chapter 3: SAM Project 1a: Format a Revenue Report with Charts and Graphics – Due 10/7 Excel Exam in SAM – Due 10/12
8	10/5	Chapter 6 – Inside Computers and Mobile Devices: Exploring the Components (DC*)	Complete Chapter 6 Exam in Bb – Due 10/12
	10/7	<u>In Class Hardware LAB</u> View Hardware Video – Posted in Blackboard	Study for hardware quiz. Hardware quiz is based on Hardware lab and Chapter 6 (DC*)
9	10/12	Hardware Quiz – In class Practice Mid-terms Chapter 3 – Computers and Mobile Devices: Evaluating the Possibilities (DC*) - Optional	Hardware Quiz is in Blackboard and must be taken in class. Chapter 3 Exam (Replacement Exam - not required) – Due 10/19 Project #1 Due at the beginning of class
	10/14	<u>Mid-Term Exam (In-class):</u> Multiple Choice Exam – Chapters 1 – 6 (excluding 3)	Midterm exam is in Blackboard and must be taken in class.
10	10/19	Access Chapter 1 Tutorial – Databases and Database Objects: An Introduction (MSO*)	In SAM - Complete Access 2013 Chapter 1: SAM Project 1a: Creating and Modifying Tables and Other Database Objects – Due 10/26
	10/21	Chapter 11 – Information and Data Management: Organizing, Verifying, Maintaining, and Accessing (DC*)	Complete Chapter 11 Exam in Bb – Due 10/28
11	10/26	Access Chapter 2 Tutorial – Querying a Database (MSO*)	IN SAM - Complete Access 2013 Chapter 2: SAM Project 1a: Creating and Modifying Queries – Due 11/2 Access Exam in SAM – Due 11/4
	10/28	Chapter 7 – Input and Output: Examining Popular Devices (DC*)	Complete Chapter 7 Exam in Bb – 11/4

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12	11/2	PowerPoint Chapter 1 Tutorial – Creating and Editing a Presentation with Pictures (MSO*)	IN SAM - Complete PowerPoint 2013 Chapter 1: SAM Project 1a: Organizing and Enhancing a Presentation – Due 11/9
	11/4	Chapter 9 - Operating Systems: Managing, Coordinating, and Monitoring Resources (DC*)	Complete chapter 9 Exam in Bb - Due 11/11
13	11/9	PowerPoint Chapter 2 Tutorial – Enhancing a Presentation with Pictures, Shapes & WordArt (MSO*)	IN SAM - Complete PowerPoint 2013 Chapter 2: SAM Project 1a: Enhancing a Presentation with Visual Elements - Due 11/16 PowerPoint Exam in SAM – Due 11/18
	11/11 (No Class)	Veteran’s Day Observed – Campus Closed Chapter 8 - Digital Storage: Preserving on Media and in the Cloud (DC*) - Optional	Chapter 8 Exam (Replacement Exam - not required) - Due 11/18
14	11/16	Chapter 12 – Information System and Programming Development: Designing and Building Solutions (DC*)	Chapter 12 Exam in Bb - Due 11/23
	11/18	HTML 1 – Creating and Editing a Web Page	Homework – HTML Assignment #1 - Due 11/25
15	11/23	Chapter 10 – Communications and Networks: Sending and Receiving Digital Content (DC*)	Complete Chapter 10 Exam in Bb - Due 11/30
	11/25	HTML 2 – Adding Links, Images, and Formatted Text	Homework – HTML Assignment #2 - Due 12/2
16	11/30	Programming Lab – Creating an App	
	12/2	Programming Lab – Creating an App	Watch all Network U-tube Videos - Posted in Blackboard
17	12/7	IN CLASS – Cabling Lab (Make a Cat5 cable) Network Topologies – Watch Video	
	12/9	Project #2 Oral Presentations	Project #2 Due at the beginning of class
18	12/14	Project #2 Oral Presentations	
	12/16	Final Exam (In-class): Multiple Choice – Chapters 7 – 12 (excluding 8)	Final exam will be in Blackboard and must be taken in-class.

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