Topical Outline of the Course:

Computer basics

Computer hardware

Computer software

Operating systems and utility programs

Hands on microcomputer applications” word processing, spreadsheets, database

Presentation software

File management, virus protection, and backup

Internet and LAN technology

Web sites and e-commerce

Digital media

Database management

Program development and programming languages

Information systems development

Security, privacy and ethics

Enterprise computing

Computing careers and certification

Important Websites for Student Information:

* ***Incomplete Grade --*** *http://www.cod.edu/catalog/AcademicPolPro\_11-13.pdf (page 91)*
* ***Withdrawal From Class --*** *http://www.cod.edu/catalog/AcademicPolPro\_11-13.pdf (page 93)*
* ***Student Code of Conduct*** *– http://www.cod.edu/catalog/StudentServices\_11-13.pdf (page 98)*

**CIS1150 (Tentative Schedule)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Wk | Date | Tests & Assignments due | Topic Lecture | Reading Assignments | Lab |
| 1 | 1/23 | None | Introduction to class  Intro to Computers  Intro to Windows 7 | None | Intro to Lab Intro to Windows |
| 2 | 1/30 | All assigned reading  **Quiz1**  Assign #1 Windows /HELP | Bring Storage Device to Lab  Intro to Computers  Application Software | DC Chap. 3 | Lab –Intro to Word Processing  Lab |
| 3 | 2/6 | All assigned reading  **Quiz2**  Assign #2 Word Processing | The Internet and WWW  Word Processing | DC Chap.2  SCV Chap. 1  Creating and Editing a Word Doc. | e-mail  Word Processing |
| 4 | 2/13 | All assigned reading  **Quiz3**  Assign #3 email | Application Software | DC Chap. 1  SCV Chap WD 1 | Word Processing Lab |
| 5 | 220 | All assigned reading  **Quiz4** | The Components of the System Unit  **Review** | DC Chap. 4  SCV Ex 1 | Spreadsheets Charts  Lab |
| 6 | 2/27 | All assigned reading  **Quiz5** | **Input** | DC Chap. 5  SCV Ex 1 | Spreadsheets Charts  Lab |
| 7 | 3/5 | All assigned reading  **Test 1** | Output | DC Chap. 6  SCV AC 1 | Databases  Lab |
| 8 | 3/12 | All assigned reading  **Quiz6** | Storage | DC Chap. 7  SCV AC 1 | Databases  Lab |
| 9 | 3/19 | All assigned reading  Last day to withdraw | Operating Systems and Utility Programs | DC Chaps. 8 and 9 | General Lab |
| 10 | 3/26 | All assigned reading  **Quiz7** | Communications and Networks  Database Management | DC Chap. 9 and 10  SCV PPT 1 | PowerPoint  Lab |
| 11 | 4/2 | SPRING BREAK | SPRING BREAK | SPRING BREAK | SPRING BREAK |
| 12 | 4/9 | All assigned reading | Database Management  Information System Development | DC Chaps. 11 and 12 | ***PowerPoint Presentations*** |
| 13 | 4/16 | All assigned reading  **Quiz8** | ISD & Programming Languages and Program Development  **REVIEW** | DC Chaps. 12 and 13  **Last day for turning in all homework** | ***PowerPoint Presentations***  ***Practice Lab***  ***For Finals*** |
| 14 | 4/23 |  |  |  |  |
| 15 | 4/30 | FINALS | Multiple Choice | DC Chaps. 14 and 15  MC Exam | None |
| 16 | 5/7 | **LAB FINALS\*\*** | Hands-on Lab Finals | Hands-on Lab Finals | Lab Finals |

***Note***: Look up Homework sheet for due dates and descriptions for Assignments and Projects.