

Weekly Schedule

CISY 1225 (1D, 1E) Fall 2013				
Week #	Dates	Topics	Required Reading	Test/Exams Type
1	Sep 2	No class (Labour day)		
	Sep 4	Introduction to the course, Looking at Computers : Understanding the Parts	Chapter 1	
2	Sep 9	Continuing Chapter 1	Chapter 1	
	Sep 11	Introduction to Excel : What can I do with a Spreadsheet	Chapter 5	
3	Sep 16	Excel - Formulas and Functions : Math Basics for Spreadsheet Use	Chapter 6	
	Sep 18	Continuing Chapter 6	Chapter 6	
4	Sep 23	In-class Exam 1 (EXCEL)	Chapters 5, 6	Test (on Computer + Written)
	Sep 25	Excel – Charts : Delivering a Message	Chapter 7	
5	Sep 30	Excel – Datasets and Tables : Manipulating Worksheets and Table Management	Chapter 8	
	Oct 2	Continuing Chapter 8	Chapter 8	
6	Oct 7	In-class Exam 2 (MID TERM)	Chapter 1, 5, 6, 7 and 8	Test (on Computer + Written)
	Oct 9	Introduction to Access : Finding Your Way Through a Database	Chapter 9	
7	Oct 14	No class (Thanksgiving Day)		
	Oct 16	Access - Relational Databases : Designing Databases	Chapter 10	
8	Oct 21	Continuing Chapter 10 (practice)	Chapter 10	
	Oct 23	Access practice		
9	Oct 28	In-class Exam 3 (Access)	Chapters 9 and 10	Test (on Computer + Written)
	Oct 30	Access – Single-Table and Multi-Table Queries	Chapter 11	
10	Nov 4	Access – Create and Edit Reports	Chapter 12	
	Nov 6	Continuing Chapter 12	Chapter 12	
11	Nov 11	No class (Remembrance Day)		
	Nov 13	Using System Software : The Operating System, Utility Programs, and File Management	Chapter 2	
12	Nov 18	Understanding and Assessing Hardware: Evaluating your system	Chapter 3	
	Nov 20	Securing your System	Chapter 4	
13	Nov 25	Final exam Review/preparation		
	Nov 27	In-class Exam 4 (Final Exam) Excel and Access - requires use of classroom computer	Chapters 5,6,7,8, 9,10,11,12	Test on Computer
	TBA	Registrar's FINAL EXAM	Chapters 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12	Written

Note: The last day of final exams is December 17, 2013. Do not schedule any events (trips, vacations, etc.) on or before this date as we will be unable to reschedule the exam for you. November 12 is the last day to withdraw without academic penalty.