

Weekly Schedule

CISY 1225 (2G) Winter 2014 (Instructor: Dr. Zahoor Khan)				
Week #	Dates	Topics	Required Reading	Projects/Test/Exams Type
1	Jan 7	Introduction to the course		
	Jan 9	Looking at Computers: Understanding the Parts	Chapter 1	
2	Jan 14	Introduction to Excel: What can I do with a Spreadsheet	Chapter 5	
	Jan 16	Continuing Chapter 5 [Exercises, Projects (p5-1, p5-2)]	Chapter 5	Projects (p5-1, p5-2)
3	Jan 21	Excel - Formulas and Functions: Math Basics for Spreadsheet Use	Chapter 6	
	Jan 23	Continuing Chapter 6 [Exercises, Projects (p6-1, p6-2)]	Chapter 6	Projects (p6-1, p6-2)
4	Jan 28	Excel – Charts: Delivering a Message	Chapter 7	
	Jan 30	Continuing Chapter 7 [Exercises, Projects (p7-1, p7-2)]	Chapter 7	Projects (p7-1, p7-2)
5	Feb 4	Excel – Datasets and Tables: Manipulating Worksheets and Table Management	Chapter 8	
	Feb 6	Continuing Chapter 8	Chapter 8	
6	Feb 11	In-class Exam 1 (MID TERM)	Chapters 1, 5, 6, 7 and 8	Test (Computer + Written)
	Feb 13	Using System Software: The Operating System, Utility Programs, and File Management	Chapter 2	
7	Feb 18 Feb 20	Winter Break		
8	Feb 25	Introduction to Access: Finding Your Way Through a Database	Chapter 9	
	Feb 27	Continuing Chapter 9 [Exercises, Projects (p9-1, p9-2)]	Chapter 9	Projects (p9-1, p9-2)
9	March 4	Access - Relational Databases: Designing Databases	Chapter 10	
	March 6	Continuing Chapter 10 [Exercises, Projects (p10-1, p10-2)]	Chapter 10	Projects (p10-1, p10-2)
10	March 11	In-class Exam 2	Chapters 2, 9, 10	Test (Computer + Written)
	March 13	Access – Single-Table and Multi-Table Queries	Chapter 11	
11	March 18	Access – Create and Edit Reports	Chapter 12	
	March 20	Continuing Chapter 12	Chapter 12	
12	March 25	Understanding and Assessing Hardware: Evaluating your system	Chapter 3	
	March 27	Securing your System	Chapter 4	
13	April 1	Final exam Review/preparation		
	April 3	In-class Exam 3 (Final Exam) Excel and Access - requires use of classroom computer	Chapters 5, 6, 7, 8, 9, 10, 11, 12 (Exercises discussed in class)	Test on Computer
	TBA	Registrar's FINAL EXAM	Chapters 1, 2, 3, 4, 5, 6, 9, 10	Written

Note: The last day of final exams is April 26, 2014. Do not schedule any events (trips, vacations, etc.) on/or before this date as we will be unable to reschedule the exam for you. March 14 is the last day to withdraw without academic penalty.

