

Weekly Schedule

CISY 1225-1A Summer 2014 (Instructor: Dr. Zahoor Khan)				
Lecture #	Dates	Topics	Required Reading	Projects/Test/Exams Type
1	May 5	Introduction to the course Looking at Computers: Understanding the Parts	Chapter 1	
2	May 7	Introduction to Excel: What can I do with a Spreadsheet [Exercises, Projects (p5-1, p5-2)]	Chapter 5	Projects (p5-1, p5-2)
3	May 12	Continue Chapter 5 Practice		
4	May 14	Excel - Formulas and Functions: Math Basics for Spreadsheet Use [Exercises, Projects (p6-1, p6-2)]	Chapter 6	Projects (p6-1, p6-2)
5	May 19	Excel – Charts: Delivering a Message [Exercises, Projects (p7-1, p7-2)]	Chapter 7	Projects (p7-1, p7-2)
6	May 21	Excel – Datasets and Tables: Manipulating Worksheets and Table Management	Chapter 8	
7	May 26	MID TERM	Chapters 1, 5, 6, 7 and 8	Test (Computer + Written)
8	May 28	Introduction to Access: Finding Your Way Through a Database [Exercises, Projects (p9-1, p9-2)] Access - Relational Databases: Designing Databases	Chapter 9 Chapter 10	Projects (p9-1, p9-2)
9	June 2	Continue Chapters 9, 10 [Exercises, Projects (p10-1, p10-2)]		Projects (p10-1, p10-2)
10	June 4	Practice Chapters 9, 10		
11	June 9	Access – Single-Table and Multi-Table Queries [Exercises] Access – Create and Edit Reports [Exercises]	Chapter 11 Chapter 12	
12	June 11	Using System Software: The Operating System, Utility Programs, and File Management Securing your System	Chapter 2 Chapter 4	
13	June 16	FINAL COMPUTER EXAM Excel and Access - requires use of classroom computer	Chapters 5, 6, 7, 8, 9, 10, 11, 12	Test on Computer
14	June 18	FINAL WRITTEN EXAM	Chapters 1, 2, 4, 5, 6, 9, 10	Written