# CIS 111 Class Schedule - Fall 2017

**Subject to changes!!!**

**Legend:**
- DC 2017: Discovering Computers Enhanced Book
- Ex: Excel 2016 book
- HT: HTML lessons
- Ac: Access 2016 book

**Canvas Activities:**
- Weekly activities (Discussions, Readings, and assignments) are available in Canvas
- HTML Assignments will be submitted through Canvas
- HTML test must be taken in Canvas

**SAM Activities:**
- Excel and Access assignments (Training, Exams, Tests, & projects, will be submitted / taken in SAM

<table>
<thead>
<tr>
<th>Week / Unit</th>
<th>Date</th>
<th>Topics / Reading</th>
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| 1           | Aug 28 - Sep 3 | Getting Ready:  
SAM 2016 & Blackboard Orientations  
Windows 10 & Office 2016 Essentials |
| 2           | Sep 4 - 10  | DC1: Introducing Today's Technologies: Computers, Devices, and the Web  
Ex1: Creating a Worksheet and a Chart |
| 3           | Sep 11 - 17 | DC2: Connecting And Communicating Online:  
Digital Security, Ethics, And Privacy: Threats, Issues, and Defenses.  
EX2: Formulas, Functions, & Formatting |
| 4           | Sep 18 - 24 | DC3: Computers and Mobile Devices:  
Evaluating the Possibilities  
Ex3: Working with Large Worksheets, Charting, and What-If Analysis |
| 5           | Sep 25 - Oct 1 | DC4: Programs and Apps:  
Using Software at Work, School, and Home  
Ex4: Financial Functions, Data Tables, & Amortization Schedules |
| 6           | Oct 2 - 8   | DC5: Digital Security, Ethics, And Privacy:  
Threats, Issues, and defenses.  
Ex5: Working with Multiple Worksheets and Workbooks |
| 7           | Oct 9 - 15  | DC6: Computing Components:  
Processors, Memory, the Cloud, and More.  
Ex6: Creating, Sorting, & Querying a Table |
| 8           | Oct 16 - 22 | HT1: Introduction to HTML, Webpage components, adding links, & lists |
| 9           | Oct 23 - 29 | Excel Test  
DC7: Input and Output:  
Extending Capabilities of Computers and Mobile Devices.  
HT2: Creating Images and Tables, & Intro to CSS |
| 10          | Oct 30 - Nov 5 | DC8: Digital Storage:  
Preserving on Media and in the Cloud  
HT3: Padding, Borders, Margins & Styling |
| 11          | Nov 6 - 12  | DC9: Operating Systems:  
Managing, Coordinating, and Monitoring Resources  
HT4: ID's, Child-Parent Tags, External Style Sheets, & Positioning |
| 12          | Nov 13 - 19 | HTML Test  
AC1: Databases and Database Objects: An Introduction |
| 13          | Nov 20 - 26 | DC10: Communicating Digital Content:  
Wired and Wireless Networks and Devices.  
AC2: Querying a Database |
| 14          | Nov 27 - Dec 3 | DC11: Building Solutions:  
Database, System, and Application Development Tools.  
AC3: Maintaining a Database |
| 15          | Dec 4 - 10  | DC12: Working In The Enterprise:  
Systems, Certifications, and Careers.  
AC4: Creating Reports & Forms |
| 16          | Dec 11 - 17 | Access Test  
AC5: Multi-Table Forms |