

CHAMINADE UNIVERSITY  
Introduction to Computer-Based Systems  
CIS 10304 Fall On Campus 1999  
31 August - 9 December, 1999

**Location:** Main Campus  
**Time:** 3:30 p.m. - 4:50 p.m. Tuesday and Thursday  
**Instructor:** Charles Bocage, Adjunct Professor  
**Contacts:** *Office:* 567 South King Street, Honolulu, Hawaii  
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*Office Hours:* By appointment or 3:15- 3:30 p.m. before class each *Tuesday* or *Thursday*

**Course Texts:** *Exploring Microsoft Office 97 Professional, Volume I,*  
Grauer & Barber, Prentice Hall, Upper Saddle River, NJ 1997, ISBN 0-13-754243-7

**Course Level:** Lower Division  
**Credits** 3 Semester Hours  
**Prerequisites** None

**Catalog description**

An introduction to computer terminology. Topics include concepts, applications, and the impact of computer technology on society. Students have hands-on computer experience with word processing, spreadsheets, and data management programs to help them understand and apply that knowledge in their academic and professional endeavors.

**Instructor's Comments**

Computers are a part of life for students, workers, and managers worldwide. Computer technology pervades issues as diverse as employability, privacy, credit, and access to information. This course covers the basic functions and capabilities of computer systems. Areas of focus include: terminology, hardware and software classification, commercial software application packages, communications, and the history and social impact of computer technology.

**Objectives**

Upon successful completion of the course, a student will be able to:

- Use DOS and Windows system software to manage files and computer resources.
- Use popular commercial application software:
  1. Word processing software to prepare papers to MLA standards.
  2. Presentation software to prepare public (in-class) presentations.
  3. Spreadsheet software to manage numerical calculations in business settings and in such follow-on courses as mathematics, statistics, economics, and accounting.
  4. E-mail on a regular basis.
- Integrate data from two or more applications into a single document.
- Define and differentiate terms associated with microcomputers, and system and application software.
- Discuss a wide range of topics concerned with the impact of computer technology on society.
- Know how to access the Internet and World Wide Web.

**Course Management**

This is an intensive hands-on course. Students are expected to **complete fully** readings and assignments BEFORE coming to class, be punctual, participate in all discussions, and hand in assignments on time at the **beginning** of each class. **To obtain a Grade of "C" you must hand in all assignments.**

## DO NOT GET BEHIND!

Late submissions will not be accepted. Absence is not an excuse. Assignments can be **turned** in prior to the due **date/time** at the **Main** Campus Chaminade **Office**, faxed or E-mailed to me. If assignments are **turned** into the Main Campus, please **notify** me.

Students are encouraged to **find** and use outside published resources to help complete assignments and better understand the concepts being discussed. Hard or soft copies of assignments from any other student, current or former, may not be used in completing any assignment. **Students** may discuss how to do an assignment, but sharing hard or soft copies of assigned work is a violation of **Chaminade's** policy on Academic Honesty. As well, all **quizzes** and **examinations** must be only and **completely** your own work.

**Your grade and standing in the University can be affected by a poor decision.**

### Grading

|   |      |
|---|------|
| Articles (5 @ 40) (take home)                     | 200  |
| Progress logs (32 @ 10)                           | 320  |
| Class <b>Participation</b> ( <del>32 @ 10</del> ) | 320  |
| In class articles (32 @ 10)                       | 320  |
| Time Management Worksheet                         | 100  |
| Tutorial Printouts (27 @ 5)                       | 135  |
| Case Assignments (11 @ 20)                        | 220  |
| Integration Presentation                          | 100  |
| Quizzes   | 40   |
| Mid-term Exam                                     | 60   |
| Final Exam  | 110  |
|   | 1925 |

### Grade cutoffs:

|   |            |
|---|------------|
| A | 1733       |
| B | 1540       |
| C | 1348       |
| D | 1149       |
| F | Below 1149 |

**Schedule of Events**

| Week         | <b><u>Office 97 Reading Assignments</u></b>   | Week         | <b><u>Office 97 Reading Assignments</u></b>   |
|--------------|---|--------------|---|
| 1<br>31 Au   | Essentials of Windows 95  | 1<br>2 Se    | Microsoft Office 97 (pp. xvii - xxxi)   |
| 2<br>7 Sep   | Word Chap 1: <a href="#">Intro. to</a> MS Word  | 2<br>9 Sep   | Essentials of Windows and Office 97 Quiz<br>Review Keyword Concepts<br>Word <a href="#">Page</a> 40         |
| 3<br>14 Se   | Word Chap 2: Gaining Proficiency  | 3<br>16 Se   | Review Keyword Concepts<br><a href="#">Word Page 95</a>   |
| 4<br>21 Se   | Word Chap 3: Enhancing a Document   | 4<br>23 Se   | Appendix B: Toolbar Summary<br>Review <a href="#">Key Concepts</a> Word <a href="#">Page</a> 168            |
| 5<br>28 Sep  | Excel Chap 1: Intro. To Excel   | 5<br>30 Se   | MS Word Quiz  |
| 6<br>5 Oct   | <a href="#">Review for Midterm</a>  | 6<br>7 Oct   | Midterm   |
| 7<br>12 Oct  | PowerPoint Chap 1; Introduction   | 7<br>14 Oct  | PowerPoint Chap 2: Creating a Presentation<br>Review Keyword Concepts<br>PowerPoint <a href="#">Page</a> 38 |
| 8<br>19 Oct  | PowerPoint Quiz   | 8<br>21 Oct  | Excel Chap 2: Gaining Proficiency   |
| 9<br>26 Oct  | Excel <b>Chap3</b> : Decision Making  | 9<br>28 Oct  | Review Keyword Concepts<br><a href="#">Page 73</a>  |
| 10<br>2 Nov  | Review Keyword Concepts<br><a href="#">Page</a> 123   | 10<br>4 Nov  | Excel Chap 4: Graphs and Charts   |
| 11<br>9 Nov  | Excel Appendix A: Toolbars  | 11           | Holiday   |
| 12<br>16 Nov | Excel Quiz<br>Internet Explorer Chap 1: The Internet and<br><a href="#">WWW (World Wide Web)</a>                                      | 12<br>18 Nov | Review Key word and Concepts<br>Internet <a href="#">Page</a> 26  |
| 13<br>23 Nov | Internet Explorer Chap 2: Search Engines  | 13           | Review Keyword and Concepts<br>Internet <a href="#">Page</a> 60   |
| 14<br>30 Nov | Internet Quiz   | 14<br>2 Dec  | Access Chap 1<br><a href="#">What is a Database</a>   |
| 15<br>7 Dec  | Review Keyword and Concepts<br>Access <a href="#">Page</a> 29<br>Access Chap 2<br>Developing Tables and Forms<br>Review<br>Final Exam | 15<br>9 Dec  | Presentations Due<br>Final Exam   |

| Week         | <b>Office 97 Hands on Exercises</b> *<br>Assignments are due on the dates below                | Week         | <b>Office 97 Hands on Exercises</b><br>Assignments are due on the dates below | Week         | <b>Case Studies</b><br>Assignments are due on the dates below  |
|--------------|--|--------------|---|--------------|--|
| 1<br>31 Au   |  | 1<br>2 Se    |   | 1<br>2 Se    |  |
| 2<br>7 Sep   | Download/Co Word Files from labor Internet   | 2<br>9 Se    | Article 1<br>Handout  | 2<br>9 Se    |  |
| 3<br>14 Sep  | Do Chap. 1 Exercises 1,2,3. Print 1,3 hand in.<br>Down load/Co Word Files from lab or Internet | 3<br>16 Se   |   | 3<br>16 Se   | Planning for Disaster P. Word 49                               |
| 4<br>21 Se   | Do Chap. 2 Exercises 1,2,3. Hand in 1,3  | 4<br>23 Se   | Article 2<br>Handout  | 4<br>23 Se   | Your first Consultant's Job Word P.103                         |
| 5<br>28 Se   | Do Chap. 3 Exercises 1,2,3. Hand in 1,3<br>Download /Copy Excel Files                          | 5<br>30 Se   |   | 5<br>30 Sep  | The Resume or Ad for Travel<br>Word P. 148                     |
| 6<br>5 Oct   | Excel Chap 1 Exercises 1,2, Hand in 1,2  | 6<br>7 Oct   |   | 6<br>7 Oct   | Accuracy Counts Excel P. 38                                    |
| 7<br>12 Oct  | Download PowerPoint files  | 7<br>14 Oct  | PowerPoint Chap, 1<br>Exercises 1,2,3. Print 1,2                              | 7<br>14 Oct  | Clip Art PowerPoint P. 47                                      |
| 8<br>19 Oct  | PowerPoint Chap. 2 Exercises 1,2,3 Print 1,2   | 8<br>21 Oct  | Article 3<br>Handout  | 8<br>21 Oct  | Be Creative PowerPoint P. 89                                   |
| 9<br>26 Oct  | Excel Chap 2. Exercises 1,2,3. Print 1,2,3   | 9<br>28 Oct  |   | 9<br>28 Oct  | Establishing a Budget Excel P. 79                              |
| 10<br>2 Nov  | Excel Chap 3. Exercises 1,2,3. Print 1,2,3   | 10<br>4 Nov  |   | 10<br>4 Nov  | Financial Consultant Excel P. 130                              |
| 11<br>9 Nov  | Excel Chap 4 Exercises 1,2,3. Print 1,2,3  | 11<br>9 Nov  | Article 4<br>Handout  | 11<br>9 Nov  |  |
| 12<br>16 Nov |  | 12<br>18 Nov | Internet Chap 1 Exercise 1<br>Print 1   | 12<br>18 Nov | The Annual Report Excel P. 186<br>Access to the Internet P. 33 |
| 13<br>23 Nov |  | 13<br>23 Nov | Internet Chap 2 Exercise 1,2.<br>No rintin                                    | 13<br>23 Nov |  |
| 14<br>30 Nov |  | 14<br>2 Dec  | Article 5<br>Handout  | 14<br>2 Dec  |  |
| 15<br>7 Dec  | Access Chap 1 Ex 1,2<br>Review for Final Exam  | 15<br>9 Dec  | Access Chap 2 Ex 1,2,3<br>Presentations due<br>Final Exam                     | 15<br>9 Dec  | Database Consultant<br>Access P. 36                            |

\* All assignments due will be handed in as a paper copy and will use a computer to develop the product. No handwritten, diskettes or typewriter work will be accepted.