

# CIS 103: Computers and Applications Software

**Sections:** 103-02 **TTh** 9:30a-10:50a  
103-03 **TTh** 11:00a-12:30p

**Term:** Fall 99 / Main Campus

**Instructor:** Carlene Char, PhD (271-6223)

**Office Hours:** **By appointment only**, Tues/Thu 9:00-9:30 am  
**Virtual Office at [www.angelfire.com/pe/cs101](http://www.angelfire.com/pe/cs101)**

**Text:** Exploring **Microsoft** Office 97 Professional, Vol. 1 (Grauer, Prentice Hall, 1998)

**Course Level**  
Lower Division

**Credits**  
3

**Pre-Requisites**  
None

## Course Description

This course provides background in the history, theory, and applications of computers **sufficient** to master a range of *transferable* computer skills through hands-on practice with word processing, spreadsheets, databases, presentations, integration, and the Internet.

## Objectives

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

- use Windows systems **software** to manage files and computer resources
- use popular commercial application **software**
  - ⇒ word processing **software** to prepare papers to MLA standards
  - presentation **software** to prepare public **(in-class)** presentations
  - ⇒ spreadsheet software to manage numerical calculations in business settings and in such follow-on courses as mathematics, statistics, economics, and accounting
- integrate data from two or more applications into a single document
- integrate Internet resources into **software** applications
- publish a Web page
- define terms associated with PCs, and system and application software

Upon completion of this course, the student should be able to prepare acceptable computer-generated work in future Chaminade classes involving written and presentation submissions.

## Expectations

This is an intensive hands-on course. Students are expected to:

- complete readings and assignments **BEFORE** coming to class
- be punctual
- participate in all discussions
- submit assignments on time at the **BEGINNING** of class
- **NOT FALL BEHIND!**

## Administrative Matters

No credit is given for late submissions. Absence is NOT an excuse. Properly marked work can be turned into the instructor's box prior to the due date/time via Henry 105, Faculty Services. Tests may be made up only for documented medical reasons and at the discretion of the instructor.

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 another student (current or former) may NOT be used in completing any assignment. Students may discuss how to do an assignment, but sharing copies of assigned work is a violation of **Chaminade's** policy on Academic Honesty. Tests must be your own work. If there is ever any class work or test policy **questions**, please ask the instructor first *before acting*.

## Grading

Assignments / Class Participation	25%	A = outstanding scholarship and intellectual initiative
Projects (Excel, Access)	25%	B = superior work done in a consistent & intellectual manner
Quizzes	25%	C = average grade indicating a competent grasp of subject matter
Final Exam	25%	D = inferior work of the lowest passing grade
		F = failed to grasp the minimum subject matter
TOTAL	<b>100%</b>	

## Schedule

Wk	Date	<u>Tuesday</u>	<u>Thursday</u>
1	8/31	Computers [PC <i>Guide</i> ] Windows [ <i>Win95</i> ]	Resume Word [1-], 2/ Word 2-1,2
2	9/7	Word 2-3	Document <u>Design</u>
3	9/14	Other Word Topics Toolbars <i>ord A .B</i>	Word [ <i>3-1,3</i> ]
4	9/21	Resume due	Excel [ <i>1-1,2</i> ]
5	9/28	Excel Project <u>Requirements</u>	Excel 2-1,2
6	10/5	Excel 2-3	Excel 3-1, 2
7	10/12	Excel 3-3	Excel 4- <u>1,2</u>
8	10/19	Excel Project <u>Due</u>	Integrating Applications [ <i>Word App.A</i> ]
9	10/26	Internet <i>rd 3-2</i>	<u>Web Publishing</u>
10	11/2	PowerPoint 1-1,2	PowerPoint [ <i>2-1,3</i> ]
11	11/9	Access 1-1,2	HOLIDAY
12	11/16	Database <b>Conce ts</b>	Access 2-1,2
13	11/23	Access 3-1,2	HOLIDAY
14	11/30	Access Review	Access Project Due
15	12/7	Presentations	Presentations
16	12/14	Final Exam	tba

# Word Project

## Assignment:

Create your resume using Microsoft Word.

The job you are applying for should reflect your near-term career goal (teacher, salesperson, mailroom clerk, librarian,....).

If you need inspiration, refer to resume guidebooks in the library or the Help Wanted ads in the Sunday Star-Bulletin.

## Requirements:

1. Cover Letter and Resume.
2. Include a footer that contains your name (flushed left) and page number (flushed right). Cover Letter is 'page one' and Resume is 'page two' or more.
3. Your resume should be of your own design. DO NOT use any Word resume templates.

## Grading:

Your resume will be graded on *content* and *appearance*:

- understanding the purpose of the document
- effectiveness in conveying your qualifications for the job desired
- adherence to the principles of document design
- demonstration of mastery of Microsoft Word
  - character formatting (fonts, font styles, font sizes)
  - paragraph formatting (indentation, margins, justification, white space)
  - bulleted and numbered lists
  - tables
  - header/footer
  - graphics (lines/borders)

## Excel Project

Many projects encompass at least three elements: input / processes / output. This exercise will assess your ability to develop a spreadsheet project by:

- collecting and organizing data
- calculating results
- summarizing information
- performing what-if analyses
- charting
- suggesting plans-of-action

### REQUIREMENTS:

1. In your project specifications (one-page Word document), describe the purpose of and all elements of your project in detail.
2. Create your spreadsheets in Excel.
3. Your spreadsheets must include a total of at least 3 ***different*** functions.
4. Create a ***multi-series*** Excel chart for your project.
5. Submit your project including spreadsheets with values *and* formulas.

### GRADING:

- Understanding of a spreadsheet application (avoid the incomplete, trivial, nonsensical, & copied). Your project should NOT be similar to anything covered in class or **homework**.
- Isolating initial conditions and assumptions.
- Efficient use of functions and absolute and relative cell references.
- Presentation (complete, consistent, not redundant, correct spelling & grammar, labelled).
- Formatting the cells (currency, date, %,....).
- Understanding of significant figures (that is, use of the correct decimal places).
- Formatting the spreadsheet (font, font styles, font sizes, lines, shading, justification).
- Explanation of measurements, jargon, and other technical factors.

# Access Project

## ASSIGNMENT:

Design a database for your own personal or professional use. Your project should follow these basic steps of database development:

1. Thoroughly describe your project: its background, purpose, and contents.  
This description should be a one-page Word document, and will include your database design (step 2). Your project should show "best use" of a database application - avoid the incomplete, trivial, nonsensical, & copied. The presentation should be complete, consistent, not redundant, and professional. Your project should NOT be similar to anything covered in class or homework
2. Design the tables (at least three) and indicate fields, keys, relationships, and type of relationships.
3. In Access, create and enter data into your tables.  
Use correct data type, field size, mask, etc. Enter a sufficient number of records to create meaningful reports and queries.
4. Produce the output - reports and queries (at least one of each).  
Use *selection criteria* and *sort* to create your reports and queries. Titles should indicate the *selection criteria* and *sort* used to create the report or query.

## EXAMPLE: "Book Tracker"

### Project Description

I am an author and I need to keep track of book projects (start/end dates, hours spent, publishers queried, income/project, income/year). For each book project, generate mailing labels for potential publishers. For tax purposes, generate an annual report on expenses, revenue, and net income by project, and calculate total annual income.

#### *Book*

Code*	
Title	
StartDate	<i>Publisher</i>
EndDate	/ Publisher*
<b>Rate</b>	Address
Hours	City
Publisher	State
<b>AcceptedBy</b>	Zip
Income	Contact
Comments	Contact Phone

The outputs required for this project will be generated using these selection/sort criteria:

Print a mailing label for each publisher listed for a specified book project.

*For Title= "specified" if Publisher not null, print mailing label.*

Print revenue report by book project and annual net income.

*For EndDate=>1/1/97 AND EndDate=<12/31/97, print EndDate, Title, Income, Expenses, Net Income. Sort on EndDate. Calculate and print annual Net Income.*

# PowerPoint Project

## **Objective:**

Demonstrate mastery of PowerPoint, use of Internet resources, and the ability to deliver a 5-minute presentation.

## **Assignment:**

Create a PowerPoint presentation on a social issue: political, ethical, educational, economic, historic, environmental, religious,... You must have references and all references cited should be Internet resources.

## **Requirements:**

- a minimum of 8 slides
- the first slide is the Title slide
- the last slide is the References slide
- insert at least four objects: WordArt; clipart; AutoShape; Word table or Excel spreadsheet
- submit your PowerPoint handout printed 6 slides/page to the instructor
- deliver a 5-minute presentation to the class
- answer questions from the audience

## **Grading:**

### **0 Technical Objective:**

Demonstrate your mastery of PowerPoint by creating a slideshow, adding animation and sound effects, and adhering to "The Principles Of Slide Design". (50%)

### **0 Presentation Objective:**

Demonstrate your ability to deliver an effective presentation, following the guidelines from "Tips For Public Speaking". (50%)