

Robert Maryam

CIS 103: **Computers** and **Application** Systems

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Course Description

Through a combination of lectures, lab activities, and project assignments, this course will cover a set of basic applications software on the personal computer. The set will include the following windows-based applications: a) Web browser; b) e-mail; c) word processing; d) spreadsheet; e) database management; and f) presentation graphics. An overview of Windows 95 will precede the introduction of these packages.

Course Objectives

The course is intended to help students to:

- Become familiar with the World Wide Web as a source of information
- Be able to use electronic mail on regular basis
- Use a word processor system for creating, editing, and printing letters, reports, and other forms of **documents**
- Use an electronic spreadsheet to produce simple accounting and other computational style tables and create **graphs** based on such data
- Use a database management system to create, edit, move, sort, merge, and select data records and produce formatted reports
- Use a presentation graphics package to create electronic slides as aids for formal presentations

Text Book

Exploring Microsoft Office 97 Professional Vol. I, by Robert Grauer and Maryanne Baker. Prentice Hall, 1998

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Requirements

CIS 103 is a "hands-on" course. Most of your learning will come through doing lab exercises and projects. Lectures and demonstrations are designed to help you in completing your work. You are responsible for the readings that accompany each exercise. Lab exercises are due at the end of each session. Projects should be turned in at the beginning of the class on due dates. However, they will be accepted until 3 p.m. without penalty. The following elements will be considered in calculating the semester grade. Refer the the section on Grading for more details.

- Lab exercises (24)
- Projects (3)
- Tests (4)
- Class Participation (Attendance)
- Final Exam

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Projects

In addition to Lab Exercises, there are three *Project Assignments*, which involve less specific instructions and more research on your part. They will be graded on the quality of work and evidence of care that goes into their completion, in addition to their completeness. Their descriptions and due dates can be found in the Course Schedule.

Projects Assignments should be turned in *at the beginning of the class* on due dates. However, a substantial penalty will be assessed for late assignments; any projects turned in after the deadline is considered one day late and counts the same as if they were turned in the next day. Assignments which are late by more than three *calendar* days will not receive a regular credit. (However, a minimum credit will be given to assignments which are late by more than three days, to distinguish them from those that were never submitted.)

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Lab Exercises

All classes will be held in the computer lab. The time in the lab will be used for lecture, demonstrations, tests, and exercises. Each day, you are expected to complete at least one lab exercise, as indicated in the [Course Schedule](#). You are also expected to spend a certain amount of time outside the class to complete your assignments. Assignments for each lab session are indicated in the Course Schedule. They are due at the end of each class. Late assignments will be accepted with penalties, but no credit will be given to lab assignments which are late by two days or more. Be sure to identify your submissions, as described in the following paragraph.

Write the following information at the left upper-corner on all your papers. Credits for your submissions will not be guaranteed without this information.

- Name: *Mary Martin*
- Class: CS 103-01
- Lab No.: No. 1
- Exercise ID: A & B
- Date Due: 1/20/99 (as indicated in the course schedule, and not the date submitted)

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Submitting One's Own Work

Each student is expected to complete his or her own assignments. Although modern work environments require extensive teamwork, one of the main goals in this class is that each student learn the basic skills in computer usage through individual practicing. You must distinguish between consulting your friends and discussing problems with them from copying other people's work. The penalty for copying in tests, lab exercises, and project assignments is, for the first offense, a grade of F for all parties involved; for the second offense, an F for the course.

Attendance

Regular class attendance is important for several reasons. First, you are responsible for all materials discussed in the class. Second, you should use the assigned lab time as effectively as you can, while a direct help from the instructor is available. Third, coming to class regularly is a good motivation for practicing with **software** packages, even if you are learning them mostly by yourself. University regulations limit the number of cuts a Freshman may take. Attendance will be taken at all class sessions. (See the next section for attendance scores.) Make-up tests will be considered, with prior arrangements, only for excused absences because of serious reasons. Be sure to inform the instructor when you foresee that you must miss a test. A missed test due to an unexcused absence receives a grade of 0.

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Tests

There are four tests scheduled for the term, in addition to the final exam. The four test will be of on-line format, and the problems will be similar to the exercises and projects. Their dates are indicated in the [Course Schedule](#). (The format for the final exam will be announced later in the term.) In general, there will be no make-up tests. Special cases

will be considered when there are valid reasons, but arrangements must be made *before* the scheduled test dates.

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Grade

The semester grade will be based on the following elements of your course responsibilities:

Tests	40 pts x	4 =	160 pts
Projects	20 pts x	3 =	60 pts
Lab	5 pts x	24 =	120 pts
Class Participation	30 pts x	1 =	30 pts
Final Exam	100 pts x	1 =	100 pts

Total			470 pts

The following guidelines will be used in determining the final grades. A: ≥ 90 ; B: ≥ 80 ; C: ≥ 70 ; D: ≥ 60 ; F: < 60

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Office Hours

For "quick" questions the [email](#) is the simplest way to contact me. Feel free to drop in at my office during [office hours](#) or to set up an appointments outside those hours. (I am around my office usually in the afternoon.)

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Resources

The following are some resources that may be of interest to you.

Student Data Disk

Exercise files provided by the authors can be found at this Prentice Hall Web page. On the opening page, select the *Office 97* image, select *Student Data Disk* on the menu bar, select *Exploring Office 97, Volume 1* in the table, and download both files.

Dictionary of Computer Terminology

You can search for almost any term related to the computer and the Internet, and this source will provide you with an explanation and related links.

The World Wide Web Consortium (W3C)

The **official** organization for the standardization of HTML, Cascading Style Sheet (CSS), Document Object Model (DOM), etc.

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Week	Date	Topic	Reading	Activities	Due
1	8/30	Intro to Local System Intro to Windows 95	WIN 1-12	* Formatting diskettes * Creating folders A. <u>Welcome to Windows</u> (p 13)	
	9/1	Practice Files	WIN 20-23	B. <u>The Practice Files</u> (p 24)	
	9/3	File Management	WIN 39-41	* Printing a screen dump C. <u>The Windows Explorer</u> (p 41)	Lab No. 1: (Exc C)
	9/8	Introduction to WWW	INT 1-q	1). <u>Introduction to the WWW</u> (p 10)	
	9/10	Search Engine	INT 45-51	E. <u>Census Bureau</u> (p 31)	Lab No. 2: (Exc D & E)
3	9/13	Searching the Web		F. <u>Finer Points of Searching</u> (p 51)	
	9/15	Introduction to Word 97	Word 1-9	G. <u>My First Document</u> (p 10)	
	9/17	Modifying Documents	Word 17-18	H. <u>Modifying Existing Document</u> (p 18)	Lab No. 4: (Exc. G & H)
4	9/20	Spell Check	Word 26-33	I. <u>Spell Check</u> (p 34) <i>Intro to Web Page Design (1)</i>	
	9/22	Editing a Document	Word 51-59	J. <u>Editing Document</u> (p 59)	Lab No. 5:
	9/24	Test No. 1 (<u>Windows</u> and WWR)			Lab No. 6: (Exc. I)
5	9/27	Character Formatting	Word 66-72	K. <u>Character Printing</u> (p 73)	
	9/29	Paragraph Formatting	Word 80-86	L. <u>Paragraph Formatting</u> (p 88)	Lab No. 7: (Exc. K & L)
	10/1	Compound Documents	Word 106-109	M. <u>Object Linking & Embedding</u> (p 110)	Lab No. 8: (Eye. M)
6	10/4	Internet as a Resource	Word 117-119	N. <u>Internet as a Resource</u> (p 120) <i>Intro to Web Page Design (2)</i>	
	10/6	Inserting Objects		O. Problem No. 1, p 140: Inserting Objects	Lab No. 9 (Exc. O)
	10/R	Introduction to Excel	EXC 1-1,1	P. <u>Introduction to</u> (p 11)	No. 10: (Exc. P)
	10/13	Modifying Worksheet	EXC 20-23	Q. <u>Modifying a Worksheet</u> (p 23)	Lab No. 11 (Exc.
	10/15	Test No. 2 (Word)			Prof. No. 1
8	10/18			R. Professor's Grade Book (Practice with Excel 97, p. 35, Problem No. 1)	Lab No. 12 (Eye. R)
	10/20	Creating a Worksheet	EXC 40-44	S. <u>Creating Worksheet</u> (p 45)	Lab No. 13 (Eye. S)
	10/22	Formatting a Worksheet	EXC 50-56	T. <u>Formatting a Worksheet</u> (p 57)	Lab No. 14: (Exc T)
9	10/25	Analysis of a Car Loan	EXC 82-84	U. <u>Analysis of a Car loan</u> (p 85)	
	10/27	Graphs & Charts	Graphs & Charts	V. <u>Chart Wizard</u> (p 145)	Lab No. 15: (Eye. T)

10/29		EXC 133-144	W. <u>Men's Boutique</u>	Lab No. 16: (Exc. I & W)
11/3	Introduction to Access	ACC 1 - 5	X. <u>Introduction to MS Access</u> (p 6)	Lab No. 17: (Exc. X)
11/5	<u>Test</u> No. 3 (<u>Excel</u>)			Extra No. 1
11/8	Maintaining the Database	ACC 13-16	Y. <u>Maintaining the Database</u> (p 12)	Lab No. 18: (Exc. Y)
11/10	Creating a Table	ACC 38-43	Z. <u>Creating a Table</u> (p 44)	Lab No. 19: (Exc. Z)
				Extra No. 2
11/12	Creating a Form	ACC 53-57	AA. <u>Creating a Form</u> (p 58)	Lab No. 20: (Exc. AA)
11/15	The Report Wizard	ACC 88-93	AB. <u>Report Wizard</u> (p 93)	
11/17	Creating a Select Query	ACC 101-106	AC. <u>Creating a Select Query</u> (p 106)	Lab No. 21: (Exc. AB & AC)
	Calculated Control		AD. <u>Grouping Records</u> (p 115)	Lab No. 22: (Exc. AD)
11/22			AE. <u>Dean's Report</u> (p 130)	Lab No. 23: (Exc. AE)
11/24	Introduction to Powerpoint	PP 1-7	AF. <u>Introduction to Powerpoint</u> (p 8) AG. <u>Powerpoint Views</u> (p 20)	Lab No. 24: (Exc. AF & AG)
				Extra No. 3
11/29	Creating Presentation Slides	PP 49-52	<u>Creating a Presentation</u> (p 53)	Proj. No. 3
12/1			AH. <u>Modifying Slide</u> AI. <u>Using Outline Form</u>	Lab No. 25: (Exc. AH, AI & AJ)
12/3	Animating Presentation	PP 61-62	AJ. <u>Animating the Presentation</u> (p 63)	Lab No. 25: (Exc. AJ)
12/6			Tetatively: Extra No. 5 (PPT Presentation)	
12/8			Intro to Web Page Design (3)	
12/10	<u>Review</u> Complete Project No. 4 Cleanup of H drive		Please bring a diskette Intro to HTML	Proj. No. 4 Extra-NO-4
12/13	Final Exam: 8:00- 10:00			