

CHAMINADE UNIVERSITY
Introduction to Computer-Based Systems
CIS 10304 Spring On Campus 1999
January 11 - May 6, 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
Phone: 535-6768 *Fax:* 524-2421
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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 Participation 32 10)	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

Week	Office 97 Hands on Exercises * Assignments are due on the dates below	Week	Office 97 Hands on Exercises Assignments are due on the dates below	Week	Case Studies Assignments are due on the dates below
1 12 Jan		1 14 Jan		1 14 Jan	
2 19 Jan	Download/Copy Word Files from lab or Internet	2 21 Jan	Article 1	2 21 Jan	
3 26 Jan	Do Chap. 1 Exercises 1,2,3. Print 1,3 hand in. Download/Copy Word Files from lab or Internet	3 28 Jan		3 28 Jan	Planning for Disaster P. Word 49
4 2 Feb	Do Chap. 2 Exercises 1,2,3. Hand in 1,3	4 4 Feb	Article 2	4 4 Feb	Your first Consultant's Job Word PA 03
5 9 Feb	Do Chap. 3 Exercises 1,2,3. Hand in 1,3 Download /Copy Excel Files	5 11 Feb		5 11 Feb	The Resume or Ad for Travel Word P. 148
6 16 Feb	Excel Chap 1 Exercises 1,2, Hand in 1,2	6 18 Feb		6 18 Feb	Accuracy Counts Excel P. 38
7 23 Feb	Download PowerPoint files	7 25 Feb	PowerPoint Chap. 1 Exercises 1,2,3. Print 1,2	7 25 Feb	Clip Art PowerPoint P. 47
8 2 Mar	PowerPoint Chap. 2 Exercises 1,2,3 Print 1,2	8 4 Mar	Article 3	8 4 Mar	Be Creative PowerPoint P. 89
9 9 Mar	Excel Chap 2. Exercises 1,2,3. Print 1,2,3	9 11 Mar		9 11 Mar	Establishing a Budget Excel P. 79
10 16 Mar	Excel Chap 3. Exercises 1,2,3. Print 1,2,3	10 18 Mar		10 18 Mar	Financial Consultant Excel P. 130
11 30 Mar	Excel Chap 4 Exercises 1,2,3. Print 1,2,3	11 1 Apr	Article 4	11 1 Apr	
12 6 Apr		12 8 Apr	Internet Chap 1 Exercise 1 Print 1	12 8 Apr	The Annual Report Excel P. 186 Access to the Internet P. 33
13 13 Apr		13 15 Apr	Internet Chap 2 Exercise 1,2. No printing	13 15 Apr	
14 20 Apr		14 22 Apr		14 22 Apr	
15 27 Apr	Access Chap 1 Ex 1,2	15 29 Apr	Article 5	15 29 Apr	Database Consultant Access P. 36
16 4 May	Access Chap 2 Ex 1,2,3 Review for Final Exam	16 6 May	Presentations due Final Exam	16 6 May	