

**CIS 103: Computers and Applications Software (3 cr)****MWF, 10:00-10:50a***Term/Location:* Spring 1999 / Main Campus*Instructor:* Carlene Char, PhD (messages: 735-4819 / [e-mail: cchar@chaminade.edu](mailto:cchar@chaminade.edu))*Office Hours:* MWF, 12:00-1:00p, *by appointment only**Text:* Exploring Microsoft Office 97 Professional, Vol. 1 (Grauer, 1998)

This course provides background in the history, theory, and application of computers sufficient to master a range of *transferable* computer skills through hands-on practice with word processing, spreadsheets, databases, presentations, application integration, programming, and the Internet. The course is designed for all majors.

Wk	Date	<u>Monday</u>	<u>Wednesday</u>	<u>Friday</u>
1	1/11	The Course / <u>Computers</u>	Windows <i>in95</i>	Windows <i>in95</i>
2	1/18	HOLIDAY	Word 1-1,2	Word 2-1 / Word <u>Project</u>
3	1/25	Word 12-21 ! Doc Design	Word 12-31	<b>Windows/Word Quiz</b> Word <u>Project</u> Draft Due
4	2/1	Tables/ Footers/ Footnotes/ St les/TOC/Lists/Toolbars	Word <i>[3-1,3]</i>	Word Practicum Word <u>Project</u> Due
5	2/8	Excel 1-1,21	<u>Concepts / Excel Project</u>	Excel 2-1
6	2/15	HOLIDAY	Excel 2-2	Excel -3
7	2/22	Excel Quiz	Excel <i>[3-1]</i>	Excel <i>[3-2]</i> Excel <u>Project</u> Draft Due
8	3/1	Excel 3-3	Excel 4-1	Excel 4-2
9	3/8	Excel Practicum Excel Project Due	Access <i>[1-1]</i>	Access <i>[1-2]</i>
10	3/15	Database <u>Concepts</u>	Database <u>Concepts</u>	Access 2-1
11	3/22	SPRING RECESS		
12	3/29	Access <i>[2-2]</i> Access <b>Project</b> Draft Due	Access <i>[3-2]</i>	HOLIDAY
13	4/5	Access Quiz	Access <i>[3-1]</i>	Access Practicum Access <u>Project</u> Due
14	4/12	Internet <i>[Ch. I &amp; 2]</i>	Integrating Applications <i>[Word App] A, Ex. I &amp; 2</i>	PowerPoint [1-1,2; 2-1,31]
15	4/19	Pro rammin <i>[C.19]</i>	<u>Programming [C.19]</u>	<u>Programming [C.20]</u>
16	4/26	<u>Programming C.20]</u>	Pro rammin Exercises	<u>Programming Exercises</u>
17	5/3	Final Exam - Cumulative		

**Grading:**

Practicums (3)	30%
Projects (3)	<b>30%</b>
Final Exam	30%
Quizzes (3)	<b>10%</b>
TOTAL	100%

Final letter grade is assigned on the basis of graded items, which are weighted, scaled, and graded A to F according to Chaminade University guidelines.

**Administrative Matters:**

No credit is given for late projects or missed quizzes.

A practicum/exam may be made up only for *documented* medical or work-related reason *and* at the discretion of the instructor.

Work and classes missed will substantially affect your final grade.