CHAMINADE UNIVERSITY
Introduction to Computer-based Systems
CIS 10310 Spring Evening Schedule 1999
April 5 - June 14, 1999

Location: Schofield Barracks, HI
Time: 12:30 p.m. -16:40 p.m.
Instructor: Charles Bocage, Adjunct Professor
Contacts: Office: 567 South King Street, Honolulu, Hawaii
                   Phone: 535-6768   Fax: 524-2421
                   E-mail: HICTC2@PIXI.COM
                   Office Hours: By appointment or 16:30 -17.00 P.M after class each Saturday

Course Texts: Exploring Microsoft O,,ffice 97 Professional, Volume 1,
                   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.

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 Schofield Chaminade Office, faxed or E-mailed to 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 **nment,** 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.

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Articles (5 @ 40) (take home)	200
Progress logs **(10@20)**	200
In class articles **(10@20)**	200
Time Management Worksheet	100
Tutorial Printouts (21 @ 5)	105
Case Assignments (9@15)	135
Integration Presentation	100
Quizzes (4 @ 40)	160
Final Exam	150
	1350

Grade **cutoffs:**

A 1220
B 1080
C 945
D 834
F Below 774