CIS 103:⁴⁰ Computers and Application Systems

Instructor

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Course Description

Through a combination of lectures, lab activities, homework, quizzes and examinations, this course will cover a set of basic applications software on the personal computer. The set will include the following Microsoft Windows-based applications: a) **Word; b) Excel; c) Access; and d) PowerPoint. An overview of Windows 95 will precede the introduction of these packages.**

Course Objectives

The course is intended to help students become familiar with business computer applications. Students will learn a word processor system for creating, editing, and printing of documents. Students will use an electronic spreadsheet to produce simple accounting and other computational style tables and create graphs and charts based on such data. Students will also use a database management system to create, edit, move, sort, merge, and select data records and produce formatted reports. Finally students will use a presentation graphics package to create electronic slides as aids for formal presentations

Text Book

Exploring Microsoft Office *97 Professional Vol. 1,* **by Robert Grauer and Maryanne Baker. Prentice Hall, 1998**

Requirements

CIS 103 is a "hands-on" course. Most of your learning will come through lab Exercs. and homework. Lectures and demonstrations are designed to introduce topics and define terms. You are responsible for the readings for the week prior to the start of class.

Lab Exercs.

Instruction will alternate between lecture and lab work. The time in the lab will be used for Exercs. and homework if time allows. At each meeting, you are expected to complete all assigned lab Exercs., as indicated in the Course Schedule. If the lab Exercs. are not completed then you are expected to complete them outside the class.

Homework

Homework is due at the beginning of the class, however; it will be accepted late with a 10% late charge for each class day. Homework handed in after the start of class is considered late. All homework must have your name created by the application on the printout. No hand written names on homework.

Submitting Your Own Work

Each student is expected to complete his or her own assignments. Although modern work environments require extensive teamwork, the main goal in this class is that each student learn the basic skills of computer usage through individual practice. You must distinguish between discussing problems with friends and copying other people's work. On the first offense, the penalty for copying is a grade of `F' for the assignment for all parties involved; a second offense will result in an `F' for the course.

Attendance

Regular class attendance is important for three 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 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. Attendance will be taken at all class sessions. Make-up tests will be considered, with prior arrangements, for excused absences. 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.

Exams and Quizzes

There are two examinations and seven quizzes for the term. The examinations are not cumulative i.e. the final will only contain question based on material covered after the mid-term. The examinations are open note but not open book. Questions for the quizzes are based on the week's readings. Quizzes are open book and open note. Quizzes and examinations are timed. Exams can be made up for excused absences. Quizzes can not be made up.

Grading

The class grade will be an average of course work based on the following weights:

Midterm	30%
Final	30%
Homework	20%
Quizzes	20%

The following will be used in determining the final letter grade:

A: 90 - 100%
B: 80 - 89%
C: 70 - 79%
D: 60 - 69%
F: below 60%

Office Hours

Thirty minutes prior to the start of class.
For "quick" questions, try email or the telephone are the simplest ways to contact me.
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Week	Topics	Readings	In Class Activity	Homework
1	Essentials of Windows 95	Win 95: pg. 1-12 Win 95: pg. 20-23 Win 95: pg. 30-32 Win 95: . 39-41	The Hardware Minute Win95 Exercs. 1,2,3,4	
2	MS Office Word Introduction Chap. 1	Office pg. xvii-xxxii Word pg. 1-9 Word pg. 17-18 Word .26-32	The Hardware Minute Quiz Word Exercs. Chap. 1: 1,2,3	
3	MS Word Chap. 2 Gaining Proficiency	Word pg. 51-58 Word pg. 66-72 Word pg. 79-86	The Hardware Minute Review last week's quiz Quiz Word Exercs. Chap. 2: 1,2,3	Word pg. 43 #1
4	MS Word Chap. 3 Enhancing a Document	Word pg. 105-109 Word pg. 127-130	The Hardware Minute Review last week's quiz Quiz Word Exercs. Chap. 3: 1,3 Review for Midterm	Word pg. 99 #3
5	MIDTERM EXAM Excel Chap. 1 Introduction	Excel pg. 1-10 Excel pg. 19-23	The Hardware Minute Review last week's quiz MIDTERM Exam Excel Exercs. Chap. 1: 1,2	Word pg. 142 #2
6	MS Excel Chap. 2 Gaining Proficiency	Excel pg. 39-44 Excel pg. 50-56 Excel pg. 66-67	The Hardware Minute Review Midterm Exam Quiz Excel Exercs. Chap. 2: 1,2,3	Excel pg. 37 #4
7	MS Excel Chap. 3 Spreadsheets in Deci... MS Excel Chap. 4 Graphs and Charts	Excel pg. 81-84 Excel pg. 89-93 Excel pg. 133-144	The Hardware Minute Review last week's quiz Quiz Excel Exercs. Chap. 3: 1,2 Excel Exercs. Chap. 4: 1	Excel pg. 78 #4
8	Access Chap. 1 Introduction Access Chap. 2 Tables...	Access pg. 1-5 Access pg. 37-43	The Hardware Minute Review last week's quiz Quiz Access Exercs. Chap. 1: 1 Access Exercs. Chap. 2: 1	Excel pg. 128 #5
9	PowerPoint Chap. 1 Introduction	PowerPoint pg. 1-7 PowerPoint pg. 17-20 PowerPoint pg. 29-31	The Hardware Minute Review last week's quiz Quiz PowerPoint Exercs. Chap. 1: 1,2,3	Access pg. 32 #2
10	Review for Final FINAL EXAM		Review last week's quiz Review for Final FINAL EXAM	PowerPoint pg. 41 #2