

302

# CIS 103: Computers and Applications Systems

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**Sections:** TTh 9:30a-10:50a TTh 11:00a-12:30p

**Term:** Fall 2000 / Main Campus

**Instructor:** Carlene Char, PhD (271-6223, 8a-1p, M-F) [cchar@chaminade.edu](mailto:cchar@chaminade.edu)

**Office Hours:** By appointment only, Tues/Thu 9:00-9:30 am  
Virtual Office at [www.angelfire.com/pe/cs101](http://www.angelfire.com/pe/cs101)

**Text:** Exploring Microsoft Office 2000 Professional, Vol. 1 (Grauer, Prentice Hall, 1999)

## Course Level

Lower Division

## Credits

3

## Pre-Requisites

None

## Course Description

This course provides background in the history, theory, and applications of computers sufficient to master a range of *transferable* computer skills through hands-on practice with word processing, spreadsheets, databases, presentations, integration, and the Internet.

## Objectives

Upon successful completion of the course, a student will be able to:

- use Windows systems software to manage files and computer resources
- use popular commercial application software
  - word processing software to prepare papers to MLA standards
  - presentation software to prepare public (in-class) presentations
  - spreadsheet software to manage numerical calculations in business settings and in such follow-on courses as mathematics, statistics, economics, and accounting
  - database management software to organize and manage large amounts of data
- integrate data from two or more applications into a single document
- integrate Internet resources into software applications
- develop a Web site
- define terms associated with PCs, and system and application software

Upon completion of this course, the student should be able to prepare acceptable computer-generated work in future Chaminade classes involving written and presentation submissions.

## Expectations

This is an intensive hands-on course. Students are expected to:

- complete readings BEFORE coming to class
- submit assignments on time at the BEGINNING of class
- be punctual
- participate in all discussions
- NOT FALL BEHIND!

## Administrative Matters

No credit is given *for* late submissions. Absence is **NOT** an excuse. Properly marked work can be turned into the instructor's box prior to the due date/time via Henry 105, Faculty Services. Tests may be made up *only for* documented medical reasons and at the discretion of the instructor.

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 another student (current or former) may NOT be used in completing any assignment. Students may discuss how to do an assignment, but sharing copies of assigned work is a violation of Chaminade's policy on Academic Honesty. Assignments and tests must be your own work. If there is ever any class work or test policy questions, please ask the instructor first *before acting*.

## Grading

Assignments / Class Participation	25%	Quizzes	25%
Projects (Word, Excel, Access)	25%	Final Exam	25%

## Schedule

Wk	Date	Tuesday	Thursday
1	8/28	Syllabus Computer Overview [Getting Started] Windows Win95/98	Internet [Ch. 1 & Ch. 2]
2	9/4	Word Project Requirements Word [I-1,2,3] Assignments – Word [3-1], <u>flyer</u>	Word [2-1,2,3] Assignment - menu
3	9/11	Word [4-1,2,3,4] Assignment – <u>printout</u> of index from 4-4	Document Design Assignment - memo
4	9/18	Assignment - newsletter	Word and the Internet [Word 3-2]
5	9/25	Word Quiz Word Project Due	Excel [I-1,2] Assignment - <u>budget</u>
6	10/2	Excel [2-1,2] Assignment - lunchwa on, <u>trip</u>	Excel [3-1,2] Assi s–invoice, <u>payroll</u> , <u>multiplication</u>
7	10/9	Excel Project Requirements Assignments - dbd, team	Catering demo Forecasting Assignment - <u>pea pie</u>
8	10/16	Excel [4-1,2]	Excel Quiz Excel Project Due
9	10/23	Object Linking & Embedding [Excel 4-3]	PowerPoint Design / Assignment PowerPoint 1-1,2,3
10	10/30	Library Database Access 1-1,2	Access [2-1,2] Assi ment - metro zoo
11	11/6	Access [3-1,2] Assignment - metro zoo	Database Concepts Assignment - flimflam airlines
12	11/13	Access Review Web <u>Publishing</u>	Access Quiz Access Project Due
13	11/20	Web <u>Publishing</u>	HOLIDAY
14	11/27	Presentations	Presentations
15	12/4	Presentations	Presentations
16	12/11	Final Exam 9:30 class-12/11 8-10a; 11:00 <u>class-12/13 8-10a</u>	