



Chaminade
University

CIS 103: Computer & Software Applications Syllabus

Handwritten notes: *uyama*, *FT 100*, *R. Maryanne?*, *Pr...*

Requirements | Grading | Tests | Projects | Academic Honesty | Attendance

- [Syllabus](#)
- [Schedule](#)
- [Resources](#)
- [Office Hours](#)
- [Record Check](#)
- [Questionnaire](#)
- [Class Photos](#)
- [Home](#)

Course Description

Through a combination of lectures, lab activities, and project assignments, this course will cover a set of basic applications software on the personal computer. The set will include the following windows-based applications:

- . Web browser
- . E-mail
- . Word Processing
- . Spreadsheet
- . Database Management System
- . Presentation Graphics

MS Office 2000 will be used for the last four applications. An overview of the Windows operating system will precede the introduction to all these packages.

Course Objectives

The course is intended to help students to:

- . Become familiar with the World Wide Web as a source of information
- . Be able to use electronic mail on regular basis
- . Use a word processor system for creating, editing, and printing letters, reports, and other forms of documents
- . Use an electronic spreadsheet to produce simple accounting and other computational style tables and create graphs based on such data
- . Use a database management system to create, edit, move, sort, merge, and select data records and produce formatted reports
- . Use a presentation graphics package to create electronic slides as aids for formal presentations

Text Book

Exploring Microsoft Office 2000 Professional
Vol. I, by Robert Grauer and Maryanne Baker.

Return to: [Top of Page](#)

Lab Exercises

The time in the classroom will be used for lecture, demonstrations, tests, and exercises. Each day, we will follow through one or more *Hands-On Exercises*, as described in the text book and led by the instructor. The schedule of topics to be covered is listed in the [Class Schedule](#). You need not turn in these exercises, but it is your responsibility to complete them so that you understand well the features of various software packages. You are expected to spend a certain amount of time outside the class to complete your exercises. After you have practiced on these exercises, you are expected to be able to complete the project assignments which are due as indicated in the [Class Schedule](#).

Return to: [Top of Page](#)

Submitting One's Own Work

Each student is expected to complete his or her own assignments. Although modern work environments require extensive teamwork, one of the main goals in this class is that each student learn the basic skills in computer usage through individual practicing. You must distinguish between consulting your friends and discussing problems with them from copying other people's work. The penalty for copying in tests and project assignments is, for the first offense, a grade of F for all parties involved; for the second offense, an F for the course.

Attendance

Regular class attendance is important for several 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 a 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. University regulations limit the number of cuts a Freshman may take. Attendance will be taken at all class sessions. (See the section on *Grading* for attendance scores.) Make-up tests will be considered, with *prior arrangements, only for excused absences because of serious reasons*. Be sure to inform

Prentice Hall, 1999.

Return to: [Top of Page](#)

Requirements

CIS 103 is a "hands-on" course. Most of your learning will come through doing lab exercises and projects. Lectures and demonstrations are designed to help you in completing your work. You are responsible for the readings that accompany each exercise. Lab exercises are due at the end of each session. Projects should be turned in at the beginning of the class on due dates. However, they will be accepted until 3 p.m. without penalty. The following elements will be considered in calculating the semester grade. Refer the the section on Grading for more details.

- Lab exercises
- Projects
- Tests
- Class Participation (Attendance)
- Final Exam

Return to: [Top of Page](#)

Projects

This course is a hands-on course, and you learn by doing. Throughout the semester, there will be several *Project Assignments (PA)*, which involve less specific instructions and more research on your part than the lab exercises conducted in the class. The PA's will be graded on the quality of work and evidence of care that goes into their completion, in addition to their completeness and timeliness. Their descriptions and due dates are indicated in the Class Schedule.

The deadline for PA's will be announced in the class. Any project turned in after the deadline is considered one day late and counts the same as if it were turned in the next day. Assignments which are late by more than three calendar days will not receive a regular credit. However, a minimum credit will be given to assignments which are late by more than three days--in order to distinguish them from those that were never submitted.

Each Project, when it consists of multiple pages, should be bound together, either by staple or by paper clip.

the instructor when you foresee that you must miss a test. A missed test due to an unexcused absence receives a grade of 0.

Return to: [Top of Page](#)

Tests

There are four tests scheduled for the term, in addition to the final exam. Some of these test will be of on-line format, and the problems will be similar to the exercises and projects. Their dates are indicated in the Class Schedule. (The format for the final exam will be announced later in the term.) In general, there will be no make-up tests. Special cases will be considered when there are valid reasons, but *arrangements must be made before the scheduled test dates*.

Return to: [Top of Page](#)

Cell Phones

Please get in the habit of making sure that your cell phone or beeper is turned off before you enter the classroom. Be mindful of the fact that an unexpected noise is disturbing to fellow students, as well as to the instructor, who will all appreciate your considerations.

Return to: [Top of Page](#)

Grading

The semester grade will be based on the following elements of your course responsibilities: (Points in various categories and total points are subject to change.)

Tests	50 x 4 =	200
Projects	30 x 7 =	210
Attendance	50 =	50
Finals	100 x 1 =	100
<hr/>		
Total		560

The following guidelines will be used in determining the final grades.

A: ≥ 90 ; B: ≥ 80 ; C: ≥ 70 ; D: ≥ 60 ; F: < 60

Return to: [Top of Page](#)

Office Hours

For "quick" questions the email is the simplest

way to contact me. Feel free to drop in at my office during office hours or to set up an appointments outside those hours. (I am around my office usually in the afternoon.)

Return to: [Top of Page](#)



Chaminade
University
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cis 103

10/acs

Syllabus	Wk	bate	Topics	Readings	Exercises	Due
Schedule	18/29		Introduction	<ul style="list-style-type: none"> ESC Summary (p 42) PRE 21-24 		
Resources	18/31		<ul style="list-style-type: none"> PC Windows System Local System 			
Office Hours	2	9/5	Internet	<ul style="list-style-type: none"> IW 2-9 IW 15-16 IW 47-52 	IW Ch 1 • HOE-1 • HOE-2 IW Ch 2 • HOE-1	PA 1
Record Check	3	9/7	MS Word 2000	<ul style="list-style-type: none"> WD 8-9 WD 25-26 WD 52-55 	WD Ch 1 • HOE-1 • HOE-2 • HOE-3 WD Ch 2 • HOE-1 • HOE-2	
Questionnaire		9/14	<ul style="list-style-type: none"> Network Systems Terminology Search Engines 			
Home	4	9/19	Test 1: Windows & Internet	<ul style="list-style-type: none"> WD 80-83 WD 110-114 WD 123-125 	• HOE-3 WD Ch 3 • HOE-1 • HOE-2 EX Ch 1 • HOE-1 • HOE-2 EX Ch 2 • HOE-1	PA 2 PA 3
Test 2: Word						
	10/12		<ul style="list-style-type: none"> Formatting Worksheet 	<ul style="list-style-type: none"> EX 53-58 	• HOE-2	
	10/17		<ul style="list-style-type: none"> Decision Making Mortgage Analysis 	<ul style="list-style-type: none"> EX 86-89 EX 93-97 	EX Ch 3 • HOE-1 • HOE-2	PA 4
	9	10/24	Graphs & Charts	<ul style="list-style-type: none"> EX 138-148 EX 158-161 	EX Ch 4 • HOE-1 • HOE-2	

Abbreviations

AC - Access
 Ch - Chapter
 ECC - Essential Computer Concepts
 EX - Excel
 HOE - Hands-On Exercise
 IW - Internet & WWW
 - Project Assignment
 - PowerPoint
 WD - Word

11/2	MS Access	<ul style="list-style-type: none"> AC 2-5 AC 13-16 AC 25-26 	AC Ch 1	PA 5
	<ul style="list-style-type: none"> Introduction 		<ul style="list-style-type: none"> HOE-1 HOE-2 HOE-3 	
11/7	<ul style="list-style-type: none"> Creating a Table Creating a Report 	<ul style="list-style-type: none"> AC 50-55 AC 102-107 	ACC Ch 2	
11/9			<ul style="list-style-type: none"> HOE-1 	
			ACC Ch 3	
			<ul style="list-style-type: none"> HOE-1 	
11/14	Creating Select Query	<ul style="list-style-type: none"> AC 115-120 	<ul style="list-style-type: none"> HOE-2 	
11/16	<ul style="list-style-type: none"> Example 			PA 6
11/21	Test 4: Access			
11/28	MS PowerPoint	<ul style="list-style-type: none"> PP 2-8 PP 18-21 	<ul style="list-style-type: none"> HOE-1 HOE-2 	
11/30	Introduction to Presentation Creating a Presentation			
12/5	Animating the Presentation Catch-up/Review		<ul style="list-style-type: none"> HOE-3 	PA 7
16	na xam			



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Office Hours



	Mon	Wed	Fri		Tue	Thu
9:00 - 9:50	CIS 15001 (H121)	CIS 15001 (H121)	(H121)	10:00 - 10:50	Office	Office
10:00 - 10:50				11:00 - 12:20	Office	Office
11:00 - 11:50		Office	Office	12:30 - 01:50	CIS 11001 (H121)	CIS 11001 (H121)
12:00 - 12:50	Office	Office		02:00 - 03:20	CIS 10306 (H121)	CIS 10306 (H121)
01:00 - 01:50				03:30 - 04:00	Office	Office
02:00 - 02:50						
03:00 - 03:50						

Other times may be arranged by appointment.