

CIS 10310⁰¹: Computers and Application Software
August 28, 2000 to December 13, 2000

MWF 8:00 to 8:50

Course Description

Through a combination of lectures, lab exercises, and 2 project assignments, this course will cover a set of Microsoft Office applications on the personal computer. The set will include the following Windows-based applications: a) word-processing; b) spreadsheet; c) database management; d) presentation graphics e) Web browser; and f) e-mail. An overview of computer basics and Windows 95 will precede the introduction of these sets.

Course Objectives

The course is intended to help students:

- Use a word processor application to create and edit letters, reports, and other forms of documents and then print them
- Use a spreadsheet application to produce simple accounting and other computational style tables, and create graphs based on such data
- Use a database management application 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
- Become familiar with the World Wide Web (the Internet) as a source of information
- Be able to use electronic mail (email)

Text

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

Requirements

CIS 10310 is a "hands-on" course. Much of your learning will come through doing the lab exercises. Lectures and demonstrations are designed to help you complete the exercises and 2 projects. You are responsible for reading the chapters for each exercise *before* the class session. Lab exercises are considered homework assignments and are due at the end of each week for the chapter finished and should be turned in at the beginning of the class on due dates.

The following will be considered in calculating your semester grade.
Refer to the section on Grading for details.

Lab exercises (20)
Projects (2)
Quizzes (14)
Final Exam

Projects

In addition to the daily Lab Exercises, there are Two Project Assignments, which involve less specific instructions and more research on your part. They will be graded on the quality of work and evidence of care that went into their completion, in addition to their completeness. Their descriptions and due dates will be given to you during the semester.

Projects Assignments should be turned in at the beginning of class on due dates. A penalty will be assessed for projects turned in late. Projects turned in after the due date are late. A half lower grade will be given for the assignment if it is turned in at the next class after the due date and each week thereafter. (It is your responsibility to be sure you have the assignment and the assignment is turned in on time.) Minimum credit will be given for assignments late by more than two class periods after the due date, to distinguish them from those never submitted.

Lab Exercises

Class time will be used for lecture, demonstrations, quizzes, and the completion of exercises. You are expected to complete the required lab exercises, as indicated in the Course Schedule. These are due at the end of each week for the chapters. There are a total of 20 for the semester. You may need to spend time outside regular class time to complete all the exercises and the 2 projects. Late lab exercises will be accepted but will receive a lower score. *Be sure to identify all your submissions, as described below to obtain credit.*

Write the following information in the left upper-corner on all your papers for credit. Credits for your submissions will not be guaranteed without this information.

Name: Mary Dawn

Class: CS 103-01

Exercise 1: MSWord (p 13-20)

Date Due: Week 1 (as indicated in the Course Schedule for the class session. Not the day submitted)

Submitting One's Own Work

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

Attendance

Regular class attendance is important for several reasons.

1. You are responsible for all materials discussed in class.

2. To use the assigned lab time effectively, while direct help from the instructor is available.
3. Coming to class regularly is good for practicing using the software, even if you are learning them mostly by yourself.
4. University regulations limit the number of absences freshman may take. Attendance will be taken at all class sessions. (See the next section for attendance scores.)
5. Make-up tests will be considered, with prior notice, only for excused absences for serious reasons. 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.

Quizzes

There are 14 quizzes scheduled for the term, in addition to the final exam. The 14 quizzes will be taken primarily from the multiple-choice homework questions at the end of each chapter and lab exercises in the textbook. Their dates are indicated in the *Course Schedule*.

In general, there are no make-up quizzes. They will generally be given at the completion of each chapter and consist of 5 questions. A grade of zero will be given for a quiz not taken.

Grading

The semester grade will be based on the following:

Quizzes	5 points x 14 =	70 points
Projects	25 points x 2 =	50 points
Lab	4 points x 20 =	80 points
<u>Final Exam</u>		<u>50 points</u>
Total		250 points

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

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

Office Hours

Although I have no office hours there are a number of ways I can be contacted:

Email is the simplest: fmwadent@netscape.net

If urgent I can be contacted at Fort Shafter: 438-6100 after 5:30 p.m.

Resources

The following are some resources that may be of interest to you.

Student Data Disk

Exercise files provided by the authors can be found at this Prentice Hall Web page. On the opening page, select the Office 97 image, select Student Data Disk on the menu bar, select Exploring Office 97, Volume I in the table, and download both files.