

CIS 103 - Fall 2000 - Course Syllabus

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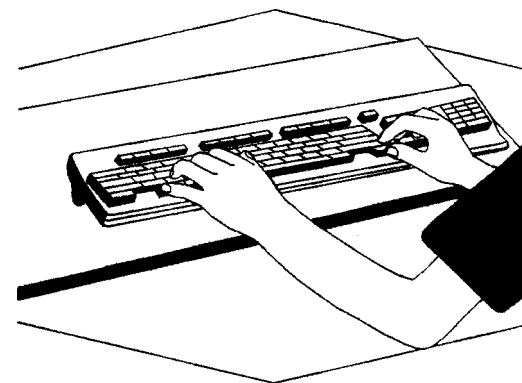
<b>Week</b>	<b>Date</b>	<b>To 'c</b>	<b>Assi nment Due</b>
1	8/29	Essential <u>Computing Concepts</u>	
	8/31	Essentials of Windows, Word <u>rocessin</u>	Prerequisites:Essentials of Windows, Microsoft Word Ch. 1
2	9/5	Microsoft Word	Microsoft Word Ch. 2
	9/7	Microsoft Word	Microsoft Word Ch. 3
3	9/12	Microsoft Word	Microsoft Word Ch. 4
	9/14	Microsoft Word	
4	9/19	Quiz 1, <u>Spreadsheets</u>	Microsoft Excel Ch. 1
	9/21	Microsoft Excel	WordProcessin Project
5	9/26	Microsoft Excel	Microsoft Excel Ch. 2
	9/28	Microsoft Excel	Microsoft Excel Ch. 3
6	10/3	Microsoft Excel	Microsoft Excel Ch. 4
	10/5	Microsoft Excel	
7	10/10	Database <u>Management</u>	<u>Spreadsheet</u> Project
	10/12	Microsoft Access	Microsoft Access Ch. 1
8	10/17	Microsoft Access	Microsoft Access Ch. 2
	10/19	Microsoft Access	
9	10/24	Microsoft Access	Microsoft Access Ch. 3
	10/26	Microsoft Access	
10	10/31	Microsoft Access	
	11/2	Quiz 2, <u>Networks, WWW</u>	Essential Computing Concepts pp. 32-45, <u>Internet Explorer</u> Ch. 1 & <u>Ap</u> radix A
11	11/7	Microsoft Internet Explorer	Database Project, <u>Internet Explorer</u> Ch. 2
	11/9	Microsoft Internet <u>Explorer</u>	
12	11/14	Microsoft Internet <u>Explorer</u>	<u>Internet Explorer</u> Ch. 3
	11/16	Microsoft PowerPoint	<u>PowerPoint</u> Ch. 1
13	11/21	Microsoft PowerPoint	
	11/23	<u>Thanksgiving Holiday</u>	
14	11/28	Quiz 3, Microsoft PowerPoint	
	11/30	Microsoft <u>PowerPoint</u>	
15	12/5	Microsoft PowerPoint	
	12/7	Review for Final Exam	Internet/PowerPoint Project.
		Final Exam	

# Chaminade University of Honolulu

## Fall 2000

### CIS 103 ~~011505~~

### Computers & Application Software



Instructor: Mary T.P.H. Sasaki

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Instructor available for consultation:  
Tuesdays & Thursdays 9:45am to 10:45am on an appointment basis.  
Other days/times possible if necessary.

## COURSE GOALS

- ✓ Gain proficiency in the use of major applications software including:
  - word processors
  - spreadsheet managers
  - database managers
  - presentation software
- ✓ Acquire a fundamental knowledge of computers and computing.
  - components and devices
  - hardware and software systems
- ✓ Gain a basic understanding of telecommunications & networking.
  - electronic mail
  - Internet & World Wide Web

*Given these broad goals, students should be aware that the course is not designed to make them experts on the material covered. Rather, the intent of the course is to provide a broad foundation on which students can build and which will help students to make intelligent decisions regarding the common uses of computers in their own homes and places of employment.*

## COURSE TEXT AND DISKS

Exploring Microsoft® Office 2000 Professional Volume I by Robert T. Grauer and Maryann Barber, Prentice Hall Inc. Assigned readings must be completed **prior** to scheduled class times.

For each session, commencing with the third class session, bring a 3.5" high-density disk to class.

## ATTENDANCE

Prompt and regular attendance to class are expected of each student. Students who are late or miss class are still responsible for obtaining notes on the material/assignments covered in class. Those whose schedules are such that they will be chronically late for class should drop the course as they will miss vital material and their grades will be adversely affected.

## ASSIGNMENTS AND TESTS

Grades will be based on the following assignments and tests (no extra credit assignments will be given):

Four projects (word processing, database, spreadsheet, Internet/PowerPoint), each worth 15 points.

- ❖ Three quizzes, each worth eight points.
- ❖ A cumulative final exam worth 16 points.

The grading scale will be as follows:

A: 90 - 100 points	C: 70 - 79 points	F: 0 - 59 points
B: 80 - 89 points	D: 60 - 69 points	

Assignments must be submitted directly to the instructor at the **beginning** of the class session in which they are due. Late assignments will be assessed a penalty of one point per session.. Waiver of this penalty is possible in extenuating circumstances which are beyond the control of the student, e.g., illness, death in the family, work conflicts.

Documentation of such circumstances may be requested. It is the responsibility of the student to initiate a waiver of the penalty; failure to do so will result in automatic assessment of the penalty for late assignments.

Make-up tests may be given only for extenuating circumstances. Students who miss a test must contact the instructor as soon as possible to discuss a possible make-up test. Failure to contact the instructor regarding a make-up test will result in an F for **the** missed test.

## OTHER POLICIES

Students who bring pagers and cell phones to class should turn them OFF or set them to vibrate mode during class sessions. Conversations on cell phones during class are extremely distracting and unacceptable.

To maintain the quality of the classroom equipment, a strict policy prohibiting food and beverages will be enforced. There will be NO eating, or drinking of beverages while in the classroom.