CIS 103 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 95198 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 *2000 Professional Vol. I,* by Robert Grauer and Maryanne Baker. Prentice Hall, 1999

Requirements

CIS 103 is a "hands-on" course. Most of your learning will come through lab Exercises. 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 Exercises

Instruction will alternate between lecture and lab work. The time in the lab will be used for Exercises. and homework if time allows. At each meeting, you are expected to complete all assigned lab exercises and submit the numbered step as indicated in the Course Schedule, however the printouts from the exercises are due at the end of the week. Lab exercises may be turned in with a 10% per week late charge.

Homework

Homework is due at the end of the week, 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 learns 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 twelve quizzes for the semester. 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	20%
Final	20%
Class Exercises	20%
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 is the simplest ways to contact me.

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Wk	Date	Topics	Hands-On Exercises (HOE) Due	In Class Activity	Homework
1	W/E 9/1	Essentials of Windows 95/98		Win95/98 HOE 1,2	SkyBlue pg. 58 #1
2	W/E 9/8	Essentials of Windows 95/98 (contd)	SkyBlue pg. 58 #2	Win95/98 HOE 3,4 Quiz	SkyBlue pg. 60 #4
3	W/E 9/15	Word Introduction Chapter 1	BsYellow pg. 16 Step 7 BsYellow . 24 Step 6	Word Chapter 1 HOE: 1,2,3 Quiz	BsYellow pg. 43 #1 BsYellow . 46 #5
4	W/E 9/22	MS Word Chapter 2 Gaining... Proficiency	BsYellow pg. 66 Step 8 BsYellow . 95 Step 8	Word Chapter 2 HOE: 1,2,3 Quiz	BsYellow pg. 102 #3 BsYellow . 105 #5
5	W/E 9/29	MS Word Chapter 3 Enhancing...	BsYellow pg. 122 Step 8 BsYellow . 141 Step 5	Word Chapter 3 HOE: 1,2,3 Quiz	BsYellow pg. 145 #2 BsYellow . 150 #7 orb
6	W/E 10/6	PowerPoint Chapter 1 Introduction...	LilacPurple pg. 17 Step 9 LilacPu le . 37 Step 7*	PowerPoint Chapter 1 HOE: 1,2,3 Quiz	LilacPurple pg. 41 #.1 LilacPu le . 41 #2
7	W/E 10/16	Presentations, Midterm Review		Presentations MIDTERM Exam	Study for MIDTERM
8	W/E 10/20	Excel Chapter 1 Introduction...	KellyGreen pg. 18 Step 8 KellyGreen pg. 31 Step 9	Review Midterm Exam Excel Chapter 1 HOE: 1,2 Quiz	KellyGreen pg. 36 # KellyGreen pg. 36 #2
9	W/E 10/27	MS Excel Chapter 2 Gaining...	KellyGreen pg. 52 Step 8a* Kell Green . 67 Step 9	Excel Chapter 2 HOE: 1,2,3 Quiz	KellyGreen pg. 80 #3 Kell Green . 80 #4
10	W/E 11/3	MS Excel Chapter 3 ... Decision Making	KellyGreen pg. 104 Step 9 Kell Green . 124 Step 13	Excel Chapter 3 HOE: 1,2,3 Quiz	KellyGreen pg. 128 # 1 Kell Green . 121 #5
11	W/E 11/8	MS Excel Chapter 4 Graphs and Charts	KellyGreen pg. 167 Step 7 KellyGreen pg. 177 Step 8	Finish Last Week's Homework Excel Chapter 4 HOE: 1,2 Quiz	KellyGreen pg. 187#2 KellyGreen pg. 187 #3
12	W/E 11/17	Access Chapter 1 Introduction...	Rust pg. 11 Step 8 Rust . 23 Step 8	Access Chapter 1 HOE: 1,2,3 Quiz	HOE 4 Step 7 Rust . 32 #2
13	W/E 11/22	Access Chapter 2 Tables and Forms...	Rust pg. 64 Step 12 Rust . 88 Step 10	Access Chapter 2 HOE: 1,2,3 Quiz	Rust pg.: 92 #1 Rust .93 #2
14	W/E 12/1	Access Chapter 3 Information...	Rust pg. 126 Step 8 Rust . 139 Step 10	Access Chapter 3 HOE: 1,2,3 Quiz	Rust pg. 152 # 1
15	W/E 12/8	Access Chapter 3 Information…(contd.) FINAL EXAM TBA	HOE 4 Step 4*	Access Chapter 3 HOE: 4 FINAL EXAM	Study for Final Exam