

CIS 10310 Computers & Application Software (3) Schofield Bks **Chaminade** University of Honolulu

3140 Waialae Avenue, Honolulu, HI 96816

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Professor Tracy S. Ray

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 97 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 97 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 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 beginning of the class session for which they are assigned. Projects and Lab exercises are to be turned in on floppy diskette. The following elements will be considered in calculating the semester grade.

- Lab exercises 25%
- Projects 25%
- Tests 25%
- Class Participation (Attendance) 25%

Grading

All student work will be evaluated according to the following scale:

Grade Meaning		Percentage Points	
A	Excellent	100-90	4.0
B	Very Good	89-80	3.0
C	Good	79-70	2.0
D	Poor	69-60	1.0
F	Failing	59-0	0.0

Students may schedule private consultations with the instructor by e-mail at tscottray@hotmail.com