

CIS 103: Computers and Applications Software

Sections: TTh 9:30a-10:50a TTh 11:00a-12:30p

Term: Spring 2000 / Main Campus

Instructor: Carlene Char, PhD (271-6223)

Office Hours: By **appointment** only, Tues/Thu 9:00-9:30 am
Virtual Office at **www.angelfire.com/pe/cs101**

Text: Exploring Microsoft Office 97 Professional, Vol. 1 (Grauer, Prentice Hall, 1998)

Courses Level

Lower Division

Credits

3

Pre-Requisites

None

Course Description

This course provides background in the history, theory, and applications of computers sufficient to master a range of *transferable* computer skills through hands-on practice with word processing, spreadsheets, databases, presentations, integration, and the Internet.

Objectives

Upon successful completion of the course, a student will be able to:

- use Windows systems software to manage files and computer resources
- use popular commercial application software
 - ⇒ word processing software to prepare papers to MLA standards
 - presentation software to prepare public (in-class) presentations
 - spreadsheet software to manage numerical calculations in business settings and in such follow-on courses as mathematics, statistics, economics, and accounting
- integrate data from two or more applications into a single document
- integrate Internet resources into software applications
- publish a Web page
- define terms associated with PCs, and system and application software

Upon completion of this course, the student should be able to prepare acceptable computer-generated work in future Chaminade classes involving written and presentation submissions.

Expectations

This is an intensive hands-on course. Students are expected to:

- complete readings BEFORE coming to class
- submit assignments on time at the BEGINNING of class
- be punctual
- attend all classes
- participate in all discussions
- NOT FALL BEHIND!

Administrative Matters



No credit is given for late submissions. Absence is NOT an excuse. Properly marked work can be turned into the instructor's box prior to the due date/time via Henry 105, Faculty Services. Tests may be made up *only* for documented medical reasons *and* at the discretion of the instructor.

Students are encouraged to find and use outside published resources to help complete assignments and better understand the concepts being discussed. Hard or soft copies of assignments from another student (current or former) may NOT be used in completing any assignment. Students may discuss how to do an assignment, but sharing copies of assigned work is a violation of Chaminade's policy on Academic Honesty. Assignments and tests must be your own work. If there is ever any class work or test policy questions, please ask the instructor first *before acting*.

Grading

Assignments / Class Participation	25%	Quizzes	25%
Projects (Word, Excel, Access)	25%	Final Exam	25%

Schedule

Wk	Date	Tuesday	Thursday
1	1/18	Syllabus Computer Overview Windows [Win95]	Word Project requirements Word [1-1,2] , Word [3-1] Assignment - flyer
2	1/25	Word [2-1,2,3] Assignment - menu	Other Word Topics Toolbars [Word App.B] _ _-
 		Document Design	Assignment -library
4	2/8	Word Quiz Word Project due	Excel [1-1,2] <u>Assignments - budget, lunchwa on</u>
5	2/15	Excel [2-1,2] <u>Assignment - invoice</u>	Excel [2-3] <u>Assignments - pea pie, trip</u>
6	2/22	Excel Project Requirements	Excel [3-1,2] <u>Assignment - venture capital</u>
7	2/29	Excel [3-3] Assi ment - dbd, soccer	Excel (4-1,2)
8	3/7	Excel Quiz Excel <u>Project Due</u>	Integrating Applications [Word App.A]
9	3/14	Internet [Word 3-2]	PowerPoint Project Requirements PowerPoint [1-1,2]
10	3/21	Slide Design / Public Speaking PowerPoint [2-1,3]	Web Publishing
11	3/28	S rin Break	
12	4/4	Access [1-1,2]	Database Concepts <u>Assignment - flimflam airlines</u>
-13	4/11	Access (2-1,2) <u>Assignment - ime university</u>	Access [3-1,2] Assignment - zit zoo
14	4/18	Access Review	Access Quiz Access <u>Project Due</u>
15	4/25	Presentations	Presentations
16	5/2	Presentations	Presentations
17	5/9	Final Exam tha	