



# Chaminade University of Honolulu CIS 103: Computer Applications & Software

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## 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: a) Web browser; b) e-mail; c) word processing; d) spreadsheet; e) database management; and f) presentation graphics. An overview of Windows 95 will precede the introduction of 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, 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. 1*, by Robert Grauer and Maryanne Baker. Prentice Hall, 1998

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## 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 end of each session. Projects should be turned in at the beginning of the class on due dates. However, they will be accepted until 3 p.m. without penalty. The following elements will be considered in calculating the semester grade. Refer the the section on Grading for more details.

- Lab exercises
- Projects

**Tests**

- **Class Participation (Attendance)**
- **Final Exam**

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**Projects**

In addition to **Lab Exercises**, there will be *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 goes into their completion, in addition to their completeness. Their descriptions and due dates can be found in the **Course Schedule**.

Projects Assignments should be turned in *at the beginning of the class* on due dates. Any projects turned in after the deadline is considered one day late and counts the same as if they were turned in the next day. Assignments which are late by more than three *calendar* days will not receive a regular credit; however, a minimum credit will be given to assignments which are late by more than three days, to distinguish them from those that were never submitted.)

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**Lab Exercises**

All classes will be held in the computer lab. The time in the lab will be used for lecture, demonstrations, tests, and exercises. Each day, you are expected to complete at least one lab exercise, as indicated in the Course Schedule ( **10301** , or **10302**). You are expected to spend a certain amount of time outside the class to complete your assignments. Assignments for each lab session are indicated in the Course Schedule. They are due at the end of each class. Late assignments will be accepted with penalties, but no regular credit will be given to those which are late by three days or more. Be sure to identify your submissions, as described in the following paragraph.

*All lab assignments should be identified with the following information at the top left corner of your papers. Credits for your **submissions** will not be guaranteed without this information. **Papers** missing this information will not receive a **full** credit.*

- Name: *Mary Martin*
- Class: CS 103-01
- Lab No.: No. 1 (*Exc. A & B*)
- Date Due: 1/20/00 (as indicated in the course schedule, and not the date submitted)

Each Lab assignment, when it consists of multiple pages, should be bound together, either by staple or by paper clip.

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## Submitting One's Own Work

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

## Attendance

Regular class attendance is important for several 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 a 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. University regulations limit the number of cuts a Freshman may take. Attendance will be taken at all class sessions. (See the next section for attendance scores.) Make-up tests will be considered, with prior arrangements, only for excused absences because of 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.

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## Tests

There are four tests scheduled for the term, in addition to the final exam. The most of these test will be of on-line format, and the problems will be similar to the exercises and projects. Their dates are indicated in the Course Schedule ( 10301 or 10302).. (The format for the final exam will be announced later in the term.) In general, there will be no make-up tests. Special cases will be considered when there are valid reasons, but arrangements must be made *before* the scheduled test dates.

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## Grading

The semester grade will be based on the following elements of your course responsibilities: (Test points may vary.)

Tests	40 pts x	4 =	160 pts
Projects	20 pts x	3 =	60 pts
Lab	5 pts x	24 =	120 pts
Class Participation	30 pts x	1 =	30 pts
Final Exam	100 pts x	1 =	100 pts
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Total			470 pts

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

90; B:  $\geq 80$ ; C:  $\geq 70$ ; D:  $\geq 60$ ; F:  $< 60$

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## Office Hours

For "quick" questions the [email](#) is the simplest way to contact me. Feel free to drop in at my office during [office hours](#) or to set up an appointments outside those hours. (I am around my office usually in the afternoon.)

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# CIS 103-01 Schedule

Wk	Date	Topics	Readings	Exercises	Due
1	1/17	<del>Kin</del>			
	1/19	Intro to Local System Intro to Windows 95	WIN 1-12	* Creating folders A. Welcome to Windows (p 13)	
		Practice Files	WIN 20-23	J* <b>Formatting diskettes</b> B. <b>The Practice Files</b> (p 24)	Lab No. 1: (Questionnaire)
	1/24	File Management	WIN 39-41	* Printing a screen dump C. <u>The Windows Explorer</u> (p 41)	
	1/26	Introduction to WWW	INT 1-9	D. <u>Introduction to the WWW</u> (p 10)	
	1/28	Search Engine	INT 45-51	E. <u>Census Bureau</u> (p 31)	Lab No. 2: (Exc C, D, & E)
	1/31	Searching the Web		F. <u>Finer Points of Searching</u> (p 51)	
	2/2	Introduction to Word 97	Word 1-9	G. <u>My First Document</u> (p 10)	Lab No. 3: (Exc. F)
	2/4	Modifying Documents	Word 17-18	H. <u>Modifying Existing Document</u> (p 18)	Lab No. 4: (Exc. G & H)
	2/7	<u>Spell Check</u> Intro to Web Page Design (1)	Word 26-33	I. <u>Spell Check</u> (p 34) <u>Intro to Web Page Design (1)</u>	
	2/9	Editing a Document	Word 51-59	J. <u>Editing Document</u> (p 59)	Lab No. 5: (Exc. I & J)
	2/11	<u>Test No. 1 (Windows and WWW)</u>			
	2/14	Character Formatting	Word 66-72	Discuss Test No. I K. <u>Character Printing</u> (p 73)	<b>Project No. 1</b>
	2/16	Paragraph Formatting	Word 80-86	L. <u>Paragraph Formatting</u> (p 87)	Lab No. 6: (Exc. K & L)
	2/18	Compound Documents	Word 106-109	M. <u>Object Linking &amp; Embedding</u> (p 110)	Lab No. 7: (Exc. M)
6	2/2	<u>President's Day (No classes)</u>			
	2/23	Internet as a Resource	Word 117-119	N. <u>Internet as a Resource</u> (p 120)	<b>Extra Credit No. 1</b>
	2/25	Inserting Objects		O. Problem No. 1, p 140: Inserting Objects	Lab No. 8: (Exc. N & O)
7	2/28	Introduction to Excel	EXC 1-11	P. Introduction to Excel (p 11)	
	3/1	Modifying Worksheet	EXC 20-23	Q. <u>Modifying a Worksheet</u> (p 23.)	Lab No. 9: (Exc. P & Q)
	3/3	<u>Test No. 2 (Word)</u>			<b>Prof. No. 2</b>
	3/6			R. Professor's Grade Book (Practice with Excel 97, p. 35, Problem No. 1)	Lab No. 10: (Exc. R) <b>Extra Credit No. 2</b>
	3/8	Creating a Worksheet	EXC 40-44	S. <u>Creating Worksheet</u> (p 45)	Lab No. 11: (Exc. S)
	3/10	Formatting a Worksheet	EXC 50-56	T. <u>Formatting a Worksheet</u> (p 57)	Lab No. 12: (Exc. T)

	3/13	Analysis of a Car Loan	EXC 82-84	U. Analysis of a Car Loan (p 85)	
	3/15	Graphs & Charts	EXC 133-144	V. Chart Wizard (p 145)	Lab No. 13: (Exc. f)
	3/17	Graphs & Charts		W. Men's Boutique	Lab No. 14: (Exc. W) Extra Credit No. 3.
O	3/20	Graphs & Charts		X. Hotel Capacities	
	3/22	Introduction to Access	ACC 1 - <b>15</b>	Y. Introduction to MS Access (p 6)	Lab No. 15: (Exc. X)
	3/24	Test No 3 (Excel)			Proj. No. 3
11	3/27-3/31				
	4/3	Maintaining the Database	ACC 13-16	Z. Maintaining the Database (p 17)	Lab No. 16: (Exc. Y & Z)
	4/5	Creating a Table	ACC 38-43	AA. Creating a Table (p 44)	Lab No. 17: (Exc. AA)
	4/7	Creating a Form	ACC 53-57	AB. Creating a Form (p 58)	Lab No. 18: (Exc. AB)
13	4/10	The Report Wizard	ACC 88-93	AC. Report Wizard (p 93)	Extra Credit No. 4
	4/12	Creating a Select Query	ACC 101-106	AD. Creating a Select Query (p 106)	Lab No. 19: (Exc. AC & AD)
	4/14	Calculated Control		AE. Grouping Records (p 115)	Lab No. 20: (Exc. AE)
14	4/17			AF. Dean's Report (p 130)	
	4/19	Test No. 4 (Access)			
	4/21				
15	4/24	Introduction to Powerpoint	PP 1-7	AG. Introduction to Powerpoint (p 8) AH. Powerpoint Views (p 20)	Proj. No. 4
	4/26	Creating Presentation Slides	PP 49-52	AI. Creating a Presentation (p 53)	Lab No. 22: (Exc. AG & AH)
	4/28			AJ. Modifying Slide AK. Using Outline Form	Lab No. 23: (Exc AI, AJ, & AK)
16	5/1	Animating Presentation	PP 61-62	AL. Animating the Presentation (p 63)	Lab No. 24: (Exc. AL)
	5/3				Extra Credit No. 5
	5/5	Finals Review Complete Project No. 4 Cleanup of H drive		Please bring a diskette Intro to HTML	Proj. No. 5 Extra No. 5
17	5/11	Final Exam (th) 8 a.m. - 10 a.m.			

# CIS 103-02 Schedule

Wk	Date	Topics	Readings	Exercises	Due
F7	1/17	Intro to Local System Intro to Windows 95 * Creating folders A. <u>Welcome to Windows</u> (p 13)	WIN 1-12		
	1/20	Practice Files	WIN 20-23	* <b>Formatting diskettes</b> B. <b>The Practice Files</b> (p 24)	Lab No. 1: (Questionnaire)
2	1/25	<i>File Management</i> Introduction to WWW	WIN 39-41 INT 1-9	* Printing a screen dump C. <u>The Windows Explore</u> (p 41) D. <u>Introduction to the WWW</u> (p 10)	
	1/27	Search Engine  Searching the Web	INT 45-51	E. <u>Census Bureau</u> (p 31) F. <u>Finer Points of Searching</u> (p 51)	Lab No. 2: (Exc. C, D, & E)  Lab No. 3: (Exc. F)
	2/3	Introduction to Word 97 Modifying Documents	Word 1-9 Word 17-18	G. My First Document (p 10) H. <u>Modifying Existing Document</u> (p 18)	Lab No. 4: (Exc. G & H)
	2/8	Spell Check Editing a Document	Word 26-33	I. <b>Spell Check</b> (p 34) J. <b>Editing Document</b> (p 59)	
	2/10	<b>Intro to Web Page Design</b> <b>Test No. 1 (Windows and -WV)</b>	Word 51-59	<i>Intro to Web Page Design</i> (1)	Lab No. 5: (Exc. I & J)
	2/15	Character Formatting; Paragraph Formatting	Word 66-72; Word 80-86	Discuss Test No. 1 K. <u>Character Printing</u> (p 73) L. <u>Paragraph Formatting</u> (p 87)	<b>Project No. 1</b> Lab No. 6: (Exc. K & L)
	2/17	Compound Documents	Word 106-109	M. <u>Project Linking &amp; Embedding</u> (p 110)	Lab No. 7: (Exc. M)
6	2/22	Internet as a Resource Inserting Objects	Word 117-119	N. <u>Internet as a Resource</u> (p 120)  O. Problem No. 1, p 140: Inserting Objects	<u>Extra Cr. No. 1</u>
	2/24	Introduction to Excel	EXC 1-11	P. <u>Introduction to Excel</u> (p 11)	Lab No. 8: (Exc. N & O)
7	2/29	Modifying Worksheet	EXC 20-23	Q. <u>Modifying a Worksheet</u> (p 23)	Lab No. 9: (Exc. p & Q)
	3/2	<b>Test No. 2 (Word)</b>			
8	3/7	<b>Creating a Worksheet</b>	EXC 40-44	R. Professor's Grade Book (Practice with Excel 97, p. 35, Problem No. 1) S. <u>Creating Worksheet</u> (p 45)	Lab No. 10 (Exc. R) <b>Extra Credit No. 2</b> Lab No. 11 (Exc. S)
	3/9	Formatting a Worksheet	EXC 50-56	T. <u>Formatting a Worksheet</u> (p 57)	Lab No. 12: (Exc. T)
	3/14	Analysis of a Car Loan Graphs & Charts	EXC 82-84 EXC 133-144	U. <u>Analysis of a Car Loan</u> (p 85) V. <u>Chart Wizard</u> (p 145)	Lab No. 13: (Exc. V)

3/16 Graphs &amp; Charts

W. Men's Boutique

Lab No. 14:

(Exc. W)

Extra Credit No. 3.

013/21 Graphs &amp; Charts

X. Hotel Capacities Y.

Lab No. 15:

(Exc. X)

3/23 **Introduction** to Access  
Test No. 3 (Excel)

ACC 1 - 5

Introduction to MS  
Access (p 6)**Proj. No. 3**3/23-3/31 **Spring Recess (no classes)**

12	4/4	Maintaining the Database Creating a Table	ACC 13-16 ACC 38-43	L. <u>Maintaining the</u> <u>Database (p 17)</u> AA. Creating a <u>Table</u> (p 44)	Lab No. 16: (Exc. Y & Z) Lab No. 17: (Exc. AA)
	4/6		ACC 53-57	AB. <u>Creating a Form</u> (p 58)	Lab No. 18: (Exc. AB)
13	4/11	The Report Wizard Creating a Select Query	ACC 88-93 ACC 101-106	AC. <u>Report Wizard</u> (p 93) AD. <u>Creating a</u> <u>Select Query</u> (p 106)	Extra Credit No. 4 La No. 19: (Exc. AC & AD)
	4/13	<u>Calculated Control</u>		AE. <u>Grouping Records</u> 115	Lab No. 20: (Exc. AE)
14	4/18			AF. <u>Dean's Report (p</u> <u>130</u>	Lab No. 21: (Exc. AF)
	4/20	<b>Test No. 4 (Access)</b>			
15	4/25	Introduction to Powerpoint	PP 1-7	AG. <u>Introduction to</u> <u>Powerpoint (p 8)</u> AH. <u>Powerpoint Views</u> (p 20)	<b>Proj. No. 4</b> Lab No. 22: (Exc. AG & AH)
	4/27	Creating Presentation Slides	PP 49-52	AI. <u>Creating a</u> <u>Presentation (p 53)</u> AJ. <u>Modifying Slide</u> AK. <u>Using Outline</u> <u>Form</u>	Lab No. 23: (Exc. AI, AJ, & AK)
16	5/2	Animating Presentation	PP 61-62	AL. <u>Animating the</u> <u>Presentation (p 63)</u>	Lab No. 24: (Exc. AL) Extra Credit No.
	5/4	<u>Finals Review</u> Complete Project No. 4 Cleanup of H drive		Please bring a diskette Intro to HTML	<b>Proj. No. 5</b> Extra Credit No. 6
17	5/11	<b>Final Exam (Thu) 8 a.m. - 10 a.m.</b>			



## Office Hours (2000 SpringTerm)

Robert Maruyama, S.M.

	8:00-8:50	9:00-9:50	<del>10:00-10:50</del>	11:00-11:50	12:00-12:50	<del>1:00-1:50</del>	2:00-2:50	3:00-3:50	4:00-5:00
Mon	CIS103-01 (H121)	CIS 150-01 (H121)		Office	—	—	Office	Office	—
Wed	CIS103-01 (H121)	150-01 (H121)	—	Office	—	—	Office	Office	—
Fri	CIS103-01 (H121)	CIS 150-01 (H121)	—	Office	—	—	Office	—	—
	8:00-9:20	9:30-10:50		11:00-12:20	12:30-1:50		2:00 - 3:20	3:30 - 4:00	
Tue	CIS103-02 (H121)			Office			CIS 420-1 (H121)	Office	
Thu	CIS103-02 (H121)	—		Office	—		CIS 420-1 (H121)	Office	

Other times can be arranged by appointment.

Email: [rmaruyam@chaminade.edu](mailto:rmaruyam@chaminade.edu)