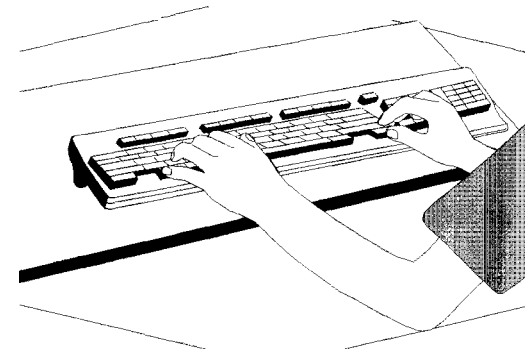


CIS 103 • Spring 2000 • Course Syllabus

Week	Date	Topic	Ass' nment Due
1	1/18	<u>Essential Computing Concepts</u>	
	1/20	Essentials of Windows	Prerequisites: Essentials of Windows
2	1/25	Word processing & Word	<u>Microsoft Word, Ch. 1</u>
	1/27	Microsoft Word	<u>Microsoft Word, Ch. 2</u>
3	2/1	Microsoft Word	<u>Microsoft Word, Ch. 3</u>
	2/13	Microsoft Word	
4	2/8	Microsoft Word	
	2/10	Quiz 1	
5	2/15	Spreadsheets & Microsoft Excel	WordProc. Assignment Microsoft Excel, Ch. 1
	2/17	Microsoft Excel	<u>Microsoft Excel, Ch. 2</u>
6	2/22	Microsoft Excel	<u>Microsoft Excel, Ch. 3</u>
	2/24	Microsoft Excel	<u>Microsoft Excel, Ch. 4</u>
7	2/29	Microsoft Excel	
	3/2	Database Management	<u>Spreadsheet Assignment</u>
8	3/7	Microsoft Access	<u>Microsoft Access, Ch. 1</u>
	3/9	Microsoft Access	Microsoft Access, Ch. 2
9	3/14	Microsoft Access	<u>Microsoft Access, Ch. 3</u>
	3/16	Microsoft Access	
10	3/21	Quiz 2	
	3/23	Networks	<u>Database Assignment</u>
11	4/4	Microsoft Internet Explorer	<u>Microsoft Explorer, Ch. 1</u>
	4/6	Microsoft Internet Explorer	<u>Microsoft Explorer, Ch. 2</u>
12	4/11	Microsoft Internet Explorer	
	4/13	Quiz 3	
13	4/18	Microsoft PowerPoint	Internet Assignment PowerPoint, Ch. 1
	4/20	Microsoft PowerPoint	PowerPoint, Ch. 2
14	4/25	Microsoft PowerPoint	
	4/27	Microsoft PowerPoint	
15	5/2	Microsoft PowerPoint	
	5/14	Review for Final Exam	PowerPoint Assignment

Spring 2000

CIS 10306 + 01
Computers & Application Software



Instructor: Mary T.P.H. Sasaki

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Office Hours:

From 2:00 to 3:00p.m. on Tuesdays & Thursdays
Other times can be arranged with instructor.

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
 - languages
- ✓ 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 97 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.

ASSIGNMENTS AND TESTS

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

- 9 Five practical assignments (word processing, database, spreadsheet, Internet, PowerPoint), each worth ten points.
- Three quizzes, each worth 10 points.
- ❖ A cumulative final exam worth 20 points.

The grading scale will be as follows:

90 - 100 points	-	A
80 - 89 points		B
70 - 79 points		C
60 - 69 points		D
less than 60 points	-	F

Prompt and regular attendance to class are expected of each student. **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 must be submitted at the ~~inni~~ of the class session in which they are due; Late assignments will be assessed a penalty of one letter grade. 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.