

SE '00

PM

**CIS 10310: Computers and Application Software: Friday 5:30  
April 3, 2000 to June 12, 2000**

### **Course Description**

Through a combination of lectures, daily lab exercises, and 2 project assignments, this course will cover a set of Microsoft Office applications on the personal computer. The set will include the following Windows-based applications: a) word-processing; b) spreadsheet; c) database management; d) presentation graphics e) Web browser; and f) e-mail. An overview of computer basics and Windows 95 will precede the introduction of these sets.

### **Course Objectives**

The course is intended to help students:

Use a word processor application to create and edit letters, reports, and other forms of documents and then print them

Use a spreadsheet application to produce simple accounting and other computational style tables, and create graphs based on such data

Use a database management application 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

Become familiar with the World Wide Web (the Internet) as a source of information

Be able to use electronic mail (email)

### **Text**

*Exploring Microsoft Office 97 Professional Vol. I*, by Robert Grauer and Maryanne Baker. Prentice Hall, 1998

### **Requirements**

CIS 10310 is a "hands-on" course. Most of your learning will come through doing lab exercises. Lectures and demonstrations are designed to help you complete the exercises and 2 projects. You are responsible for reading the chapters for each exercise previous to the class session. Two lab exercises are due at the end of each class. Projects and exercises should be turned in at the beginning of the class on due dates.

The following will be considered in calculating your semester grade.

Refer to the section on Grading for details.

Lab exercises (20)

Projects (2)

Tests (4)  
Class Participation (Attendance)  
Final Exam

## Projects

In addition to the daily Lab Exercises, there are Two 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 went 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 class on due dates. A penalty will be assessed for late exercises and assignments. Projects turned in after the due date are late. A half lower grade will be given for an assignment if it is turned in at the next class after the due date. (It is your responsibility to see that the assignment is turned in on time.) Minimum credit will be given for assignments late by more than two class periods after the due date, to distinguish them from those never submitted.

## Lab Exercises

Class time will be used for lecture, demonstrations, tests, and the completion of exercises. You are expected to complete the required lab exercises, as indicated in the Course Schedule. These are due at the end of the class session. There are a total of 20 for the semester. You are expected to spend time outside regular class time to complete all the exercises and the 2 projects. Late lab exercises will be accepted but will receive a lower score. *Be sure to identify all your submissions, as described below to obtain credit.*

Write the following information in the left upper-corner on all your papers for credit. Credits for your submissions will not be guaranteed without this information.

Name: Mary Dawn

Class: CS 103-01

Lab No.: No. 1

Exercise 1: MSWord (p 13-20)

Date Due: 4/3/00 (as indicated in the Course Schedule for the class session. Not the day submitted)

## Submitting One's Own Work

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

## Attendance

Regular class attendance is important for several reasons.

1. You are responsible for all materials discussed in class.
2. To use the assigned lab time effectively, while direct help from the instructor is available.
3. Coming to class regularly is good for practicing using the software, even if you are learning them mostly by yourself.
4. University regulations limit the number of absences freshman may take. Attendance will be taken at all class sessions. (See the next section for attendance scores.)
5. Make-up tests will be considered, with prior notice, only for excused absences for 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.

## Tests

There are 4 tests scheduled for the term, in addition to the final exam. The 4 tests will be taken mainly from the multiple-choice questions and lab exercises in the textbook. Their dates are indicated in the *Course Schedule*. In general, there will be no make-up tests. Special cases will be considered for valid reasons, but arrangements must be made before the scheduled test dates.

## Grading

The semester grade will be based on the following:

Class Participation (Attendance)	1.0 points x 10 =	10 points
Tests	50 points x 4 =	200 points
Projects	25 points x 2 =	50 points
Lab	7 points x 20	140 points
<u>Final Exam</u>		<u>100 points</u>
Total		500 points

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

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

## Office Hours

Although I have no office hours there are a number of ways I can be contacted:

Email is the simplest: [fmwadent@netscape.net](mailto:fmwadent@netscape.net)

If urgent I can be contacted at Fort Shafter: 438-6100 after 5:30 p.m.

## Resources

The following are some resources that may be of interest to you.

### *Student Data Disk*

Exercise files provided by the authors can be found at this Prentice Hall Web page. On the opening page, select the Office 97 image, select Student Data Disk on the menu bar, select Exploring Office 97, Volume I in the table, and download both files.

### *Dictionary of Computer Terminology*

You can search for almost any term related to the computer and the Internet, and this source will provide you with an explanation and related links.

### *The World Wide Web Consortium (W3C)*

The official organization for the standardization of HTML, Cascading Style Sheet (CSS), Document Object Model (DOM), etc.

## Questionnaire on Computer Experience

Please answer the following questions regarding your computer-related experience.

In which classes are you enrolled this term?

Last Name:

First Name:

Street:

City:

ZIP:

Phone:

E-mail:

What is your major? (Circle one.)

Biology  
Business  
History  
Math  
Other

Education  
English  
Chemistry  
Computer Inf. System  
Criminal Justice

What year are you in?

3

4

Other

Did you study any computer-related course(s) in college?

Yes No

If "yes", what types of class (es)? (Select one or more.)

Word Processing      Programming in Visual BASIC  
Programming in Pascal      Programming in C/C++

Spreadsheet/Database  
Programming in BASIC  
Other: Which one(s)?

Did you study any computer-related course(s) in high school?

Yes No

If "yes", what types of class (es)? (Select one or more.)

Word Processing      Programming in Visual BASIC  
Programming in Pascal      Programming in C/C++

Spreadsheet/Database  
Programming in BASIC  
Other: Which one(s)?

Do you have access to a computer outside the lab (to view Web pages and print them?)

Yes No

What is your primary reason for taking this course?

Please sign and date this page to indicate you have read and understood the syllabus.

Name:

Date: