



Spring '00

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CIS 103=~~04~~ **Computers and Application Systems**

Time: Saturday, 8:00 a.m. - 12:10 p.m.
April 8 - June 10, 2000

Location: Ft. Shafter Education Center

Instructor: Alvin Nakamura, MA

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

Introduction

This course is intended for people with little or no experience using computers who are taking the course to prepare themselves for college studies and/or the world of work.

We will start with de-mystifying the jargon of **computereze**, then become familiar with **the** Windows operating system.

The bulk of the course will be devoted to learning the three basic uses of computers: word processing; spreadsheets; data base systems. We will also cover presentation graphics to prepare slides for overheads and slide shows. **The** software (computer program) we will be using is **Office97** which integrates all four uses in a single package.

Because this is a 40 hour course, we can only cover the basic features of each application (use.) Nevertheless, after completing the course you will have learned - by using - such features as formatting text in word processing; using formulas to calculate totals in spreadsheets; storing, querying, and reporting data in data base systems; and preparing **attractive** slides in presentation graphics.

Finally, you will learn a little about the Internet, the World Wide Web, and e-mail. The computers at the lab at Ft. Shafter do not have Internet access so we will spend a Saturday at the Pearl Harbor computer lab for hands-on experience.

Course Objectives

Understand computer terminology.

- Use Windows and a mouse with proficiency.
- Use a wordprocessing program to create, edit, and print documents.
- Use a spreadsheet program to create, modify, and print tables.
These tables will include formulas to do calculations, and charts to graphically display the data.
- Use a database program to create data files (tables), data entry screens, queries, and reports.
- Use a presentation graphics program to create animated slide shows.
- Experience using the Internet, the World Wide Web, and e-mail.

Class Format

Like learning how to ride a bicycle or learning how to swim, one must just do it. For newcomers to bike riding and **swimming**, fear of falling down and fear of drowning are natural responses. For newcomers to computers, fear of the machine is also natural. And in all these adventures, the way to overcome fear is to just do it! Take your lumps, get a mouthful of water, and press the wrong key on a keyboard. After you gain proficiency - and you will become proficient! - you will chuckle over your early experiences.

Each class will follow this schedule:

1 st hour	Questions & answers; lecture and periodic tests
2nd hour	Lab (hands-on)
Break	10-minutes
3 rd hour	Q&A, lecture
4 th hour	Lab

I will try to keep the lecture time to a minimum so that you will have more hands-on lab time. However, sitting at a computer and following step-by-step instructions from a book are not enough for people to learn computers. Therefore, lectures are also important.

Homework

You are required to review the textbook material for the next class before coming to the class (see Class Schedule.)

You are also strongly encouraged to:

- practice on your off-time at the computer lab
- do the Multiple Choice quiz at the end of each chapter

Attendance

Regular class **attendance** is important because we will be covering a lot of material. Class roll will be taken at each class. Make-up tests will be considered only for excused absences. Be sure to inform me when you foresee that you will miss a class. A missed test because of an unexcused absence receives a grade of 0.

Grading

The grading will be based on:

class attendance	10 points
tests (4 x 15 points)	60
practice work (6 x 5 points)	30
Total	100 points

90-100 = A 80-89 = B 70-79 = C 60-69 = D 59 and below = F

An incomplete grade (I) is also given under these circumstances as stated in the Chaminade undergraduate catalog: The issuance of an "I" grade is not automatic. Prior to reporting of grades, a contract must be made between the student and the instructor for the completion of the course. Sufficient time should be allowed to permit completion of the work, **evaluation**, and reporting of the final grade within 90 days after the end of the semester or term. This limit may not be exceeded. If a new grade for the course is not submitted by the instructor prior to the deadline, the alternate grade, indicated in the contract will be recorded.

Class Schedule

See attached.

CIS 103-04 Schedule of Classes Spring '00 Ft. Shafter

Please review pages in bold before coming to class

Pages

<p style="text-align: center;">April 8, 2000 Computer Jargon/Windows 95</p> <p>Orientation Essential Computing Concepts Essentials of Windows 95</p> <p>Lab <i>Windows Tour</i> <i>Welcome to Windows</i> <i>Windows Explorer</i></p> <p>Homework: Read the Essential Computing Concepts chapter Review the e numbers in bold for next class, Aril 15</p>	<p>1-31 (red tab) 1-12, 20-23, 30-31, 39-41 (purple tab)</p> <p><i>Start/Help/Contents</i> <i>13-20</i> <i>41-48</i></p>
<p style="text-align: center;">April 15 Wordprocessing</p> <p>Questions and Answers Overview: Wordprocessing Introduction to MS Word</p> <p>Lab <i>My First Document</i> <i>Modifying a Document</i></p> <p>Automated checks</p> <p>Lab <i>Spell Check</i> (<i>Trythe~1.doc</i>) <i>Practice # 1</i> (<i>Chapte~2.doc</i>)</p>	<p>1-5 5-9,17-18 10-16 18-25</p> <p>26-33 34-39 43</p>
<p style="text-align: center;">April 22 Word (coat.)</p> <p style="text-align: center;">Test: <u>Computer Concepts and Windows</u></p> <p>Q&A Editing and Formatting</p> <p>Lab <i>Editing a Document</i> (<i>Notefr~1.doc</i>) <i>Character Formatting</i> (<i>Tipsfo~1.doc</i>)</p> <p>More formatting</p> <p>Lab <i>Paragraph Formatting</i> (<i>from last lab</i>) <i>Practice # 1</i> (<i>Chapte~5.doc</i>)</p>	<p>51-58, 66-72 <i>59-66</i> <i>73-79</i></p> <p>79-86 <i>87-94</i> <i>98</i></p>
<p style="text-align: center;">April 2 Word (cont.)</p> <p style="text-align: center;">Test: <u>Word</u></p> <p>Q&A Enhancing a Document</p> <p>Lab <i>Object Linking and Embedding</i> (<i>Clipart~1.doc</i>) <i>Resume Wizard</i> (<i>File/New/Other Documents/Resume Wizard</i>)</p> <p>Object Linking and Embedding</p> <p>Lab <i>Embedding</i> (<i>car request.doc & car budget.xls</i>) <i>Linking</i> (<i>mom and dad doc & apartment budget.xls</i>)</p>	<p>105-109 <i>110-116</i> <i>128</i></p> <p>151-167 <i>153-159</i> <i>161-168</i></p>

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		<u>Pages</u>
<p style="text-align: center;"><i>May 6</i> Internet/World Wide Web/E-Mail</p>		
Meet at Pearl Harbor computer lab		
Q&A		
The Internet and World Wide Web		Computing Concepts, p. 34 & Internet Chapter
Lab	<i>Introduction to the World Wide Web (skip #4, Print a Web Page)</i>	10-15
	<i>Word 1110 Exercise 3: The Internet as a Resource</i>	120-127
Search engines		Internet, p. 37-41
E-mail		Computing Concepts, p. 40
Lab	<i>Searching the Web: www.yahoo.com</i>	42-46
	<i>E-mail: www.nctaddress.com</i>	
<p style="text-align: center;"><i>May 13</i> Presentation Graphics</p>		
Test: <u>Internet</u>		
Q&A		
Introduction to PowerPoint		1-8,17-20
Creating a Presentation		48-52
Lab	<i>Creating a Presentation (Student creates)</i>	53-60
Creating a Slide Show		61
Lab	<i>Animating a Presentation (from last lab)</i>	63-68
	<i>Problem # 1 (Chapte~1.ppt)</i>	85
<p style="text-align: center;"><i>May 20</i> Spreadsheets</p>		
Q&A		
Overview: Spreadsheets		1-5
Introduction to MS Excel		6-10
Modify a Worksheet		19-23
Create a Worksheet		39-44
Lab	<i>Introduction to Excel (Gradeb~1.xls)</i>	11-18
	<i>Modifying a Worksheet ()</i>	23-32
	<i>Creating a Worksheet (student creates)</i>	45-50
Formatting a Worksheet		50-56
Lab	<i>Formatting a Worksheet (from last lab)</i>	57-62
	<i>Practice # 1 (from last lab - gradebook)</i>	35

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<p style="text-align: center;"><i>May 27</i></p> <p>Q&A Spreadsheets & Decision Making Graphs and Charts Lab <i>Analysis of a Car Loan</i> (student creates) <i>Chart Wizard</i> (Softwar~1.xls)</p> <p>Use and Abuse of Charts Charting Multiple Data Series Object Linking and Embedding (OLE) Lab <i>Multiple Data Series</i> (Finished software sales.xls) OLE (Software memo.doc)</p> <p style="text-align: center;"><i>Practice # 1</i> (Chapte~1.xls)</p>	<p>81-84 133-144 85-89 145-152 175-177 153-156 163-164 157-163 165-173 181</p>
<p style="text-align: center;">June 3 Data Base Systems</p> <p style="text-align: center;">Test: <u>Excel</u></p> <p>Q&A Overview: Data Base Systems Introduction to MS Access Maintaining the Data Base Lab <i>Introduction to Access</i> (Bookst~1.mdb) <i>Maintaining the Data Base</i> ()</p> <p>Creating a Table Lab <i>Creating a Table</i> (student creates)</p>	<p>1-5 13-16 6-12 17-25 37-43 44-53</p>
<p style="text-align: center;"><i>June 10</i></p> <p>Q&A Creating and Modifying Forms Lab <i>Creating a Form</i> (from last lab - student)</p> <p>Reports Queries Lab <i>Report Wizard</i> (ourstu~1.mdb) <i>Creating a Select Query</i> ()</p>	<p>53-57 58-67 87-93 101-106 93-100 106-113</p>