Chaminade University of Honolulu

Summer '00

July 5 to September 13, 2000

CIS 103-40: Computers and Application Systems

Time:	Saturday, 8:00 a.m. - 12:10 p.m.
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 main **Chaminade** campus 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:

1st hour	Questions & answers; lecture and periodic tests
rd hour	Lab (hands-on)
Break	10-minutes
3rd hour	Q&A, lecture
4th 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 in each 4-hour class session.   Attendance 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 (5 x 6 points)	30
Total	100 points

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

An incomplete grade (1) is also given under circumstances as stated in the Chaminade undergraduate catalog. The issuance of an "I" grade is not automatic. Prior to the reporting of grades, a contract must be made between the student and the instructor for the completion of the course. Sufficient time will 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 103-40 Schedule of Classes
Summer '00 Ft. Shafter

Please review pages in bold before coming to class	*Pages*

July 8, 2000   Computer *Jargon/Windows* 95
 	
Orientation
Essential Computing Concepts
Essentials of Windows 95
 	
Lab   *Windows Tour*
    Welcome to Windows
    Windows Explorer
 	
Homework: Read the Essential Computing Concepts chapter
    Review the   e numbers in bold for next class, Jul 15
	
	1-31 (red tab)
	1-12, 20-23, 30-31, 39-41
	(purple tab)
	
	Start/Help/Contents
	13-20
	41-48

July 15   *Wordprocessing*
 	
Questions and Answers
Overview: Wordprocessing
Introduction to MS Word
Lab   *My First Document*
    Modifying a Document
 	
Automated checks
Lab   *Spell Check*   *(Trythe~1.doc)*
    Practice # 1   *(Chapte~2.doc)*
	
	1-5
	5-9, 17-18
	10-16
	18-25
	
	26-33
	34-39
	43

July 22   Word (cont)
 	
Test: Computer Concepts and Windows
 	
Q&A
Editing and Formatting
Lab   *Editing a Document*   *(Notefr~1.doc)*
    Character Formatting   *(Tipsfo~1.doc)*
 	
More formatting
Lab   *Paragraph Formatting*   *(from last lab)*
    Practice # 1   *(Chapte~5.doc)*
	
	51-58, 66-72
	59-66
	73-79
	
	79-86
	87-94
	98

July 29   Word (cont)
 	
Test: Word
 	
Q&A
Enhancing a Document
Lab   *Object Linking and Embedding*   *(Clipart~1.doc)*
    Resume Wizard   *(File/New/Other Documents/Resume Wizard)*
 	
Object Linking and Embedding
Lab   *Embedding*   *(car request.doc & car budget xls)*
    Linking   *(mom and dad.doc & apartment budget xls)*
	
	105-109
	110-116
	128
	
	151-167
	153-159
	161-168

CIS 103-40 Schedule of Classes
Summer '00 Ft. Shafter

Please review <u>pages</u> in bold <u>before coming</u> to class   <u>*Pages*</u>

	Pages

August 5
 Internet/World Wide Web/E-Mail
 	
 Meet at Chaminade Main Campus
 	
 Q&A
 The Internet and World Wide Web
 	
 Lab   *Introduction to the World Wide Web (skip #4, Print a Web Page)*
       Word <u>H/O</u> Exercise 3:   The Internet as a Resource
 	
 Search engines
 E-mail
 	
 Lab   *Searching the Web:*   **www.yahoo.com**
       <u>*E-mail:*</u>   www.netaddress.com
	Computing Concepts,
	 p. 34 & Internet Chapter
	    10-15
	    120-127
	
	 Internet, p. 37-41
	 Computing Concepts,
	 p. 40
	    42-46

August 12
 Presentation Graphics
 	
 Test: <u>Internet</u>
 	
 Q&A
 Introduction to PowerPoint
 Creating a Presentation
 Lab   *Creating a Presentation*   *(Student creates)*
 	
 Creating a Slide Show
 Lab   *Animating a Presentation*   *(**from** last lab)*
       Problem # I   *(Chapte~1.ppt)*
	
	 1-8, 17-20
	 48-52
	    53-60
	
	 61
	    63-68
	    85

August 19
 Spreadsheets
 	
 Q&A
 Overview: Spreadsheets
 Introduction to MS Excel
 Modify a Worksheet
 Create a Worksheet
 Lab   *Introduction to Excel*   *(Gradeb~1.xls)*
       Modifying a Worksheet   *(   )*
       Creating a Worksheet   *(student creates)*
 	
 Formatting a Worksheet
 Lab   *Formatting a Worksheet*   *(from last lab)*
       Practice # 1   *(from last lab - gradebook)*
	
	 1-5
	 6-10
	 19-23
	 39-44
	    11-18
	    23-32
	    45-50
	
	 50-56
	    57-62
	    35

Please review pages in bold before coming to class	*Pages*

August 26
 	
Q&A
Spreadsheets & Decision Making
Graphs and Charts
Lab   *Analysis of a Car Loan*   *(student creates)*
        Chart Wizard   *(Softwar~1.xls)*
 	
Use and Abuse of Charts
Charting Multiple Data Series
Object Linking and Embedding (OLE)
Lab   *Multiple Data Series*   *(Finished software sales.xls)*
        OLE   *(Software memo.doc)*
 	
        Practice # 1   *(Chapte~1.xls)*
	
	81-84
	133-144
	85-89
	145-152
	
	175-177
	153-156
	163-164
	157-163
	165-173
	
	181

September 2 ***Data Base Management Systems*** TeSt: <u>Excel</u> Q&A Overview: DBMS Introduction to MS Access Maintaining the Data Base Lab *Introduction to Access* *(Bookst~1.mdb)* *Maintaining the Data Base* *( )* Creating a Table Lab *Creating a Table* *(student creates)*	 1-5 13-16 *6-12* *17-25* 37-43 *44-53*
September 9 Q&A Creating and Modifying Forms Lab *Creating a Form* *(from last lab - student)* Reports Queries Lab *Report Wizard* *(ourstu~1.mdb)* *Creating a Select Query* *( )*	 53-57 *58-67* 87-93 101-106 *93-100* *106-113*