Chaminade University of Honolulu

Winter '00

CIS 103: Computers and Applications Systems

Time:	Saturday, 8:00 a.m. - 12:10 p.m. January 15 - March 18, 2000
Location:	Ft. **Shafter** Education Center
Instructor:	Alvin Nakamura, MA
	Telephone: 733-4057 (day phone) E-mail: aknakamura@fhsd.health.state.hi.us
Textbook	*Exploring Microsoft* **Office** *97 Professional Vol. 1* 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:

1st hour	Questions & answers; lecture and **periodic** tests
2nd 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. 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)	60
practice work	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 these **circumstances** as stated in the Chaminade undergraduate catalog: The issuance of in "r' 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 Schedule of Classes
Winter '00 Ft. Shafter

Please review pages in bold before coming to class

Pages

	Pages

January 15,2000
 Computer Jargon/MS Windows
 	
 Orientation
 Essential Computing Concepts
 Essentials of Windows 95
 Lab   *Windows Tour **(Start/Help/Contents)***
       Welcome to Windows (skip Step 6. Formatting a Floppy Disk)
       Windows Explorer
 	
 Homework: Read the Essential Computing Concepts chapter
       Review the page numbers in bold for next class
	1-12, 20-23, 30-31, 39-41
	
	 13-20
	 41-48

January 22
 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
	 15-25
	
	 26-33
	 34-39
	 43

January 29
 	
 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

February S Test: Word Q&A Enhancing a Document Lab *Object **Linking** and Embedding* **(Clipart~***1. doc)* *Resume Wizard* Internet and the World Wide Web	105-109 *110-116* *128* 1-9,15-18

CIS 103 Schedule of Classes
Winter '00 Ft. Shafter

     Pages

	Pages

February 12
Internet/World Wide Web/E-Mail
 	
Meet at Pearl Harbor computer lab
 	
Q&A
Lab   *Introduction to the World Wide Web (skip #4, Print a Web Page)*
     Using a search engine: www.yahoo.com
     E-mail: www.netaddress.com
	10-15

February 19 **Presentation Graphics** *Test:* **Internet** 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 # 1* **(Chapte~1.ppt)**	 1-8,17-20 48-52 *53-60* 61 *63-68* *85*

February 26
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

March 4 Q&A Spreadsheets & Decision Making Lab *Analysis of a Car Loan* *(student creates)* Graphs and Charts Use and Abuse of Charts Lab *Chart Wizard* **(Softwar~1.xls)** *Practice # 1* **(Chapte~1.xls)**	 81-84 *85-89* 133-144 175-177 *145-152* *181*

CIS 103 Schedule of Classes
Winter '00 Ft. Shafter

Please review pages in bold before coming to class

	Pages
March 11 ***Data Base Systems***	
Test: **Excel**	
Q&A	
Overview: Data Base Systems	
Introduction to MS Access	1-5
Maintaining the Data Base	13-16
Lab *Introduction to Access* *(Bookst~1.mdb)*	*6-12*
Maintaining the Data Base *( )*	*17-25*
Creating a Table	37-43
Lab *Creating a Table* *(student creates)*	*44-53*
March 18	
Q&A	
Creating and Modifying Forms	53-57
Lab *Creating a Form* *(from last lab - student)*	*58-67*
Reports	87-93
Queries	101-106
Lab *Report Wizard* *(ourstu~1.mdb)*	*93-100*
Creating a Select Query *( )*	*106-113*