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CIS 103: Computer & Software Applications
Syllabus

Course Description

Through a combination of lectures, lab activities, and project assignments, this course will cover a set of basic applications software on the personal computer. The application set will include the following Windows-based packages:

- Web browser
- E-mail
  Word Processor
- Spreadsheet
- Database Management System
- Presentation Graphics

MS Office 2000 will be used for the last four applications. An overview of the Windows operating system will precede the introduction to all these packages.

Course Objectives

The course is intended to help students to:

- To use the personal computer in various ways
- To learn the basic components of the computer system
- To acquire basic understanding of computer networks
- Become familiar with the World Wide Web as a source of information
- Be able to use electronic mail on regular basis for communication and file transfer
- Be able to use FTP for file transfer
- Use a word processor system for creating, editing, and printing letters, reports, and other forms of documents
- Use an electronic spreadsheet to produce simple accounting and other computational style tables and create graphs based on such data
- Use a database management system 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

Text Book

Exploring Microsoft Office 2000 Professional Vol. I, by Robert Grauer and Maryanne Baker. Prentice Hall, 1999.

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Requirements

CIS 103   http://acad.chaminade.edu/faculty/rmaruyam/103/103syllaPrn.htm

CIS 103 is a "hands-on" course. Most of your learning will come through lab exercises and projects. Lectures and demonstrations are designed to help you in completing your work. You are responsible for the readings that accompany each exercise. Projects should be turned in at the beginning of the class on due dates. The following elements will be considered in calculating the semester grade. Refer the the section on Grading for more details.

- **Projects**
- **Lab Exercises** *(Hands-on Exercises* in the textbook)
- **Tests**
- **Quizzes**
- **Class Participation (Attendance)**
- **Final Exam**

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Projects

This course is a hands-on course, and you learn by doing. Throughout the semester, there will be several *Project Assignments (PA),* which involve less specific instructions and more research on your part than the lab exercises conducted in the class. The PA's will be graded on the quality of work and evidence of care that goes into their completion, in addition to their completeness and timeliness. Their descriptions and due dates are indicated in the Class Schedule.

Each PA submitted as a hardcopy will be due at the beginning of the class on due date. Later on, PAs will be submitted by email, which will be due at midnight on the due date. Any project turned in after the deadline is considered one day late and counts the same as if it were turned in the next day. Assignments which are late by more than three calendar days will not receive a regular credit. However, a minimum credit will be given to assignments which are late by more than three days--in order to distinguish them from those that were never submitted.

Each Project, when it consists of multiple pages, should be bound together, either by staple or by paper clip.

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Lab Exercises

The time in the classroom will be used for lecture, demonstrations, tests, and exercises. Most often in the class we will follow through *Hands-On Exercises* as described in the textbook and led by the instructor. The schedule of topics to be covered is listed in the Class Schedule.   After you have practiced on these exercises, you are should be able to complete the project assignments (PA) which are due on the dates indicated in the Class Schedule. You are expected to spend a certain amount of time outside the class to complete your exercises.

Usually, these exercises will be allowed to be used as during tests, but not during quizzes, as reference during.   When they are are allowed, they should be turned in immediately after the test.

Assignment Format

Each exercise, both PA and Lab assignments, should have the following information clearly provided at the right top corner of the page.

1. Your name
2. PA or Hands-On Exercise Number
3. Starting Page Number in the text book
4. Date Assigned (for HOE)/Date Due (for PA)

All PA and HOE hardcopies should be stapled or fastened with a paper clip. (Penalty points will deducted for if the pages are not fastened.)

Tests

There are a number of tests scheduled for the term, in addition to the final exam. Some of these test will be of on-line format, and the problems will be similar to the exercises and projects. Their dates are indicated in the Class Schedule. (The format for the final exam will be announced later in the term.) In general, there will be no make-up tests. Special cases will be considered when there are valid reasons, but *arrangements must be made before the scheduled test dates.*

Quizzes

Short quizzes are scheduled every couple of weeks at the start or the class. The questions for these quizzes will be take from the multiple-choice questions at tend of chapters in the textbook.

Submitting One's Own Work

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

Attendance

Regular class attendance is important for several reasons. First, you are responsible for all materials discussed in the class. Second, you should use the assigned lab time as effectively as you can, while a

direct help from the instructor is available. Third, coming to class regularly is a good motivation for practicing with software packages, even if you are learning them mostly by yourself. Attendance will be taken at all class sessions. (See the section on *Grading* for attendance scores.) Generally speaking, there will be no make-up tests or quizzes. Exceptions will be considered, *with prior arrangements, only for excused absences because of serious reasons.* Be sure to inform the instructor when you foresee that you must miss a test. A missed test or quiz due to an unexcused absence receives a grade of 0.

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Cell Phones

Please get in the habit of making sure that your cell phone or beeper is turned off before you enter the classroom. Be mindful of the fact that an unexpected noise is disturbing to fellow students, as well as to the instructor, who will all appreciate your considerations.

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Grading

The semester grade will be based on the following elements of your course responsibilities: (Points in various categories and total points are subject to change.)

Tests	50 x 2 =	100
Quizzes	20 x 5 =	100
Projects	30 x 6 =	180
Labs (HOE)	10 x 7 =	70
Attendance	50=	50
Finals	100 x 1=	100
Total		600

The following guidelines will be used in determining the final grades.
A: >= 90; B: >= 80; C: >= 70; D: >= 60; F: < 60

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Office Hours

For "quick" questions the email is the simplest way to contact me. Feel free to drop in at my office during office hours or to set up an appointments outside those hours. (I am around my office usually in the afternoon.)

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CIS 103: Computer Applications Software
Class Schedule

Syllabus   Schedule   Resources   Office Hrs   Home

Abbreviations

AC: Access	Ch: Chapter	ECC: Essntl. Comp. Concepts	EX: Excel
HOE: Hands-On Exercise	EI: Exploring the Internet	PA: Project Assignment	PP: PowerPoint
PRE: Prerequisite	WD: Word		

		Readings	Exercises	ue
	Introduction	ECC Summary (p 42)		
	Computer System	PRE 21-24	Formatting diskette Moving/copying files	
	Windows System			
	File System			
	Local System			
2 1/4	nternet & WWW	IW 2-9	EI Ch 1	
		IW 15-16		
	Network Systems	IW 47-52	HOE-1	
9/6	Terminology		EI Ch 2	Lab 1
	Search Engines			
	Print-Screen Key		HOE-1	
	Quiz No. 1 (PRE & EI Ch			
	ord Processor	WD 8-9	WD Ch 1	PA 1
		WD 25-26		
	Introduction	WD 52-55	• HOE-1	
	Editing Documents		HOE-2	
			HOE-3	
			WD Ch 2	
			HOE-1	
			HOE-2	
	Word Processor	W D 80-83	WD Ch 2	
		WD 110-114		
	Formatting	WD 123-125	HOE-3	
	Paragraphs			
9/20	• Compound		WD Ch 3	Lab 2
	Documents			
	Word 2000 & Web		HOE-1	
			HOE-2	
	Quiz No. 2 (WD Ch 1 & 2)			
25	PowerPoint	PP 2-8	PP Ch 1	PA 2
		PP 18-21		
	Introduction to		HOE-1	
	Presentation		HOE-2	
	Creating a			
	Presentation			

		Introduction to Presentation Creating a Presentation		PP Ch 1 • HOE-3	
6	10/2	Test No. 1: Word			• Lab 3
	TOM	Spreadsheet Introduction Modifying Worksheet	• EX 1-8 • EX 19-23 •	EX Ch 1 • HOE-1 • HOE-2	
7	10/9	Creating Workbook Formatting Worksheet	• EX 42-46 • EX 53-58	EX Ch 2 • HOE-1	
	10/11			Ex Ch 2 • HOE-2	
8	10/16	Spreadsheet Decision Making Mortgage Analysis …	• EX 86-89 • EX 93-97	EX Ch 3 • HOE-1 • HOE-2	• PA 3
	10/18	Quiz No. 3 (WD Ch 2)		• Lab 4	
9	10/24	Spreadsheet • Graphs	• EX 138-148 • EX 158-161	EX Ch 4 • HOE-1	Extra Credit • No. 1 • No. 2 • No. 3
	10/26			EX Ch 4 • HOE-1	
10	10/30	Spreadsheet • Multiple Data Series		EX Ch 4 • HOE-2	
	11/1	DBMS Intro to Access Quiz No. 4 (EX Ch 1 & 2)	• AC 2-5 • AC 13-16	AC Ch 1 • HOE-1 • HOE-2	• Lab 5
11	11/6		• AC 25-26	AC Ch 1 • HOE-3	• PA 4
	11/8	Test No. 2: Excel			
12	11/13	DBMS	• AC 50-55	AC Ch 2	

		Creating Table		HOE-2	
	11/15				
	11/ 0	**Quiz No. 5 (DBMS Ch 1)**	AC 50-55	AC Ch 3	• Lab 7
		DBMS	AC 102-107	HOE-1	
		Creating Report			
4.	11/22 -11/27	Thanksgiving Holiday DBMS	AC 115-120	C Ch 3	
		Creating Select Query Examples		HOE-2	
		PP Project Presentation ..			
		• .PA 5.			
15	12/4	PP Project Presentation		..	PA 6
	12/6	Review		Extra Credit • No. 4 • No. 5 • No. 6	
16	12/13 **Final Exam:** 3:00 - 5:00 **Review**				