

Russell Medeiros

7/01

CIS 10310^a: Computers and Application Software: Tue/Thur 9:30 to 10:50
Aug 27, 2001 to Dec 13, 2001

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 browsers; and f) e-mail. An overview of computer basics and Windows 95 will precede the introduction.

Course Objectives

The course is intended to help students:

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

Use a spreadsheet application to produce simple accounting and other computational style tables, and create graphs based of 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 2000 Professional Vol. I,
Robert Grauer and Maryanne Baker. Prentice Hall, 1999

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 before the class. Lab exercises are due at the end of each week. Projects are to be turned in at the beginning of the class on due date.

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

Lab Exercises and Projects

In addition to the Lab Exercises, there are Two Project Assignments, which entail 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. I will inform you of the projects and due dates during the semester.

Lab Exercises and Projects should be turned in at the beginning of class on due dates. A penalty will be assessed for late exercises and assignments. A lower grade will be given for an exercise or assignment if it is turned in after the due date. It is our responsibility to see that the are turned in on time. Minimum credit will be given for exercises or projects late by more than two weeks after the due date, to distinguish them from those never submitted.

Class time will be used for lecture, demonstrations, tests, and the completion of exercises. As indicated in the Course Schedule, you are expected to complete all the required lab exercises. 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 projects. Be sure to identify all your exercises, as described below to obtain credit.

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

Name: Mary Sunshine

Class: CS 103-01

Exercise 1: MSWord (p 13-20)

Date Due: (is the week indicated in the Course Schedule. Not the week 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. The test will be given after the chapter and section is finished. I will inform you of the dates. There will be no make-up tests but special cases will be considered for valid reasons. 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: ≥ 90 ; B: ≥ 80 ; C: ≥ 70 ; D: ≥ 60 ; F: < 60

Office Hours

I have no **office** hours but there are a number of ways to contact me:

Email is the simplest: either rmedeiro@chaminade.edu or if desperate 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?

1

2

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

Spreadsheet/Database

Programming in Pascal

Programming in C/C++

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

Spreadsheet/Database

Programming in Pascal

Programming in C/C++

Programming in BASIC

Other: Which one(s)?

Do you have access to a computer outside the class (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: