CIS 103: Computers and Applications Software

Section: 7 - TTh l]:00a-12:20p

Term: Fall 2001 / Main Campus
Instructor: Carlene Toshi
E-mail: cmtoshi. ipu.edu *(messages only, do not send attachments)*
Office Hours: *By* appointment only, TTh 12:20-1:00pm
Messages: 735-4739 (Faculty Services)
Fax: 739-8328 (Faculty Services)
Website: www.angelfire.com/pe/cs101
Text Exploring Microsoft Office 2000 Professional Volume 1 (Grauer, Prentice Hall)

Coursel Level	Credits	Pre-Requisities
Lower Division	3	None

Course Description

An introduction to computer terminology and office information systems. Topics include concepts, a basic operating system, applications, and the impact of computer technology on society. Students have extensive lab experience with word processing, spreadsheet, database, and presentation programs to help them understand and apply that knowledge in their academic and professional endeavors.

Course Objectives

This course is about problem-solving and communication - how to use a computer to effectively manage and disseminate information. The course is not a training session in Word, Excel, Access, or PowerPoint but rather an educational class in academic problem-solving, using Microsoft Office as its primary tool.

Upon successful completion of the course, a student will be able to:
1. Demonstrate proficient use of the computer as a tool for problem-solving and communication.
2. Demonstrate a proficiency level of skill with:
   - Windows 9x/2000 operating system environment
   - Microsoft Word 2000
   - Microsoft Excel 2000
   - Microsoft Access 2000
   - Microsoft PowerPoint 2000
   - integrated software solutions
   - mastery of the course tutorials
   - functional competency of problem exercises

Course Assistance

Assignments must be *entirely* your own work. Your grade and standing in the University will be affected by a poor decision.

When in doubt about any assignment or task, ask the instructor first, 1) in class, 2) by e-mail, 3) during office hours, or 4) as last resort, by leaving a message for the instructor.

You are strongly encouraged to contact the Tutoring Center to arrange for free tutoring.

Grading

35% - Lab Assignments I Attendance I Participation
- Attendance will be taken each class.
- Complete readings and homework BEFORE coming to class.
- Positive and meaningful participation in class is expected.

15% - Lab Quizzes (Word, Excel, Access - each 5%)

25% - Projects (Word, Excel, PowerPoint, Access, Website - each 5%)

25% - Final Exam (comprehensive, short essay)

Schedule - *subject to change*

Wk	Tues	Tuesday	Thursday
1	8/28	Syllabus Computer Overview *[Getting Started]* Windows *[Win95/98]*	Word Project Requirements Basics - Word *[1-1,2,3]* Assignment - Word [3-1], flyer
2	914	Editing - Word [2-1,2,31 Assignment - menu	Advanced Features - Word [4-1,2,3,4]
3	9/11	Document Design Assignment - memo, newsletter	**Internet/Templates** - Word [3-2,3]
4	9/18	Word Quiz Due - Word Project & Labs	Basics - Excel [I-1,2] Assignment - budget, trip, lunchwagon
5	9/25	Editing - Excel [2-1,2] Assignment - invoice	Assignment - payroll, multiplication
6	10/2	Excel Project Requirements Forecasting Assignment - Peapie	Functions - Excel [3-1,21 Assignment - dbd, team
7	10/9	Catering demo Charting - Excel [4-1,2]	OLE - Excel [4-31
8	10/16	Excel Quiz Due - Excel Project & Labs	PowerPoint **Demo/Requirements** PowerPoint C. I & C.2
9	10/23	Website Demo/Requirements	Website Due - PowerPoint Project
10	10/30	Website	Website
11	11/6	Basics - Access [I-1,2,3,4] Due - **Website** Project	Database Concepts
12	11/13	Tables - Access [2-11	**Forms** - Access [2-21
13	11/20	Reports - Access [3-1]	Queries - Access [3-21
14	11/27	Relational Databases Project Requirements	Access Review
15	12/4	Access Quiz	Due - Access Project & Labs
		Final Exam, 12/10-13 **(tba)**	