University o̦ Honolulu

Course: CIS 10310
Title: Computers & Application software
Term: Fall, 2001

Dates: 1 **Oct. 2001 - 13 Dec. 2001**
Instructor: Robert L Su
Telephone: 377-9373 or 754-7273 (Cel)

Course Description

Introduction to the computer as a productivity tool. Through a combination of lectures, lab activities, and assignments, this course will cover the essential computing concepts and a set of basic applications including a) word processing; b) spreadsheet; c) database management; and d) presentation graphics. An overview of Windows 98 and Internet will precede the introduction of these packages.

Course Objectives

This course is intended to help students to:

> **Become familiar with the computing concepts.**
>
> **Be able to use a word processor system for creating, editing, and printing varies forms of documents.**
>
> Be **able to use an electronic spreadsheet to produce simple accounting and other computational style tables and create graphs based on such data.**

- Be **able to use a database management system to create, edit, move, sort, and select data records to produce formatted reports.**

> Be **able to use a presentation graphics package to create electronics slides as aids for formal presentations.**

Text Book

Exploring Microsoft Office 2000 Professional Robert T. Grauer and Maryann Barber, Prentice Hall.

Requirements

CIS 10310 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. Lab exercises are due at the end of each session. Homework assignments should be turned in at the beginning of the class on due dates. However, they will be accepted until the end of the class without penalty.

Submitting One's O   Work

Each student is expected to complete his or her own assignments. Copying others' work are not allowed. There will be a penalty of copying in tests, lab exercises, and project assignments.

Attendance

Regular class attendance is required by the university regulations. Attendance will be taken at all class sessions. An **unexcused absence will not be allowed.** **Make-up tests will be considered, with prior arrangements, only for serious reasons. Be sure to inform the instructor when you foresee that you must miss a class or test, because of serious reasons.**

Tests

There are two tests scheduled for the term, in addition to the final exam. Test dates are indicated in the Course Schedule.

Grading

The grade will be based on the following elements of your course responsibilities:

Tests: 30%

Lab Exercises and assignment: 40%

Class Participation: 10%

Final Exam: 20%

The following guidelines will be used in determining the final grades.

A: >= 90; B: >= 80; C: >= 70; D: >= 70; D: >= 60; F: <60

CIS 10310 Computers & Application Software

10/1/01-12/13/01

Course Schedule

Oct 4 --- Essential Computing concepts

Oct 11 --- Microsoft Word

> Lab Exercise

Oct 18 --- Microsoft Word

> Lab Exercise

Oct 25 --- Microsoft Word/Excel

> Lab Exercise

> 1 st Test

Nov 1 --- Microsoft Excel

> Lab Exercise

Nov 8 --- Microsoft Excel

> Lab Exercise

Nov 15 --- Microsoft Access

> Lab Exercise

> 2nd Test

Nov 22 --- Microsoft Access

> Lab Exercise

Nov 29 --- Microsoft Power Point

> Lab Exercise

Dec 6 --- Final Exam