

Chaminade University - Winter 2001  
Computers and Application Software  
CIS 10301

SD'01  
Pgs

Instructor: Torrance L. Trevorrow B.S. M.S. O.D.

Office Hours: On scheduled class days by appointment or other times as necessary

Text Book: Exploring Microsoft Office 2000 Vol I, by Robert Grauer and Maryann Baker. Prentice Hall, 1999. Supplemental reading suggestions will be given in class.

Class Times: This class meets Monday, Wednesday and Friday from **8:00am to 8:50am**. First class is Wednesday, 17<sup>th</sup> January and last class is May, 9<sup>th</sup> 2001. Please be sure to attend the last day of class for the final exam.

Course Description: Through a combination of lectures, lab exercises and assignments the student will be introduced to various Microsoft Office applications software as well as a basic understanding of software, hardware and operating systems. Topics will include:

Operating Systems  
Graphics & Drawing  
The Internet  
**Email - Web Based and Of fline**  
Spreadsheet  
Word Processing  
Database  
Presentation Graphics

Course Objectives: The course is intended to help the student to become familiar with commonly used applications in the Microsoft Windows environment. Some Specific Skills include:

- Using the Internet as a source of information
- Using email for efficient communication
- Using word processing to create, edit, and print documents
- Using a spreadsheet for simple accounting and graphs
- Using a database to find and sort records, mail merge and produce reports
- Using presentation graphics to create a slide show
- Using a graphics-drawing program to produce your own clip art

Requirements: CIS 103 is a "hands on" course. Most of your learning will come from doing the lab exercises, assignments and reading.

The lectures and demonstrations are designed to orient you into an approach of 'problem solving' and familiarity of the application being used. If you fail to attend class or arrive late you will miss vital information.

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Lab exercises are due when indicated and **assignments** or projects are due at the *beginning* of class. Quizzes and exams will be based on material covered in class, learning attained from the assignments, and readings from the text.

<b>Grading:</b>	Number	Total Points
Attendance	48	200 pts
Quizzes	5	200 pts
Midterm	1	100 pts
Notebook	2	100 pts
Assignments	5	200 pts
Final Exam	1	200 pts
Scale:	A	900-1000 pts
	8	800-899 pts
	C	700-799 pts
	D	600-699 pts
	F	0-599 pts

Late assignments or missed exams will receive a grade of 0 unless accompanied by substantial medical or emergency documentation. It is the responsibility of the student to initiate proof of circumstance.

Lab exercises: Most days we will execute one or more of the Hands On Exercises as described in the textbook. It is your responsibility to complete them so that you have a good understanding of the features and functions within the various software applications. When necessary you are expected to spend some time outside the class to complete the exercises.

Reading the appropriate text sections in advance will help you to optimize your time during the class/lab period.

**Supplies**: Students will be required to have the designated text, a minimum of 5 High Density (1.44mb) Pc formatted floppy disks, notebook with dividers, and a Red Pencil. Please label all your property to avoid confusion.

**Courtesy**: Please turn off, or set to silent mode - your cell phone or pager before entering the class. Any unexpected noise is disturbing to your fellow students, as well as to the instructor, who will appreciate all your considerations. Please no food, drink, "chew", or gum in the classroom.

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Learning Outcome Assessment: Students will meet the course objectives by demonstrating their knowledge via quizzes, assignments, exams, and class participation. Expected work products will include but not be limited to:

- Producing 2 printouts from different internet searches
- Sending and receiving email to/from the instructor, with an attachment
- Producing a resume using a professional layout and appropriate Word **features**
- Taking a fault ridden document and modifying it to a given standard
- Using a spreadsheet to produce a budget with numerical functions and graphs
- Creating an address database using access and then merging with a 'form' letter
- Presenting a research topic using Power Point, including multimedia effects
- Creating personal pieces of clip art using Paint in various formats
- Demonstrating use of Windows Explorer, copying, moving, and deleting files, file properties, formatting and intelligent use of floppy disks.

Computer Kokua: Please help keep the keyboard, mouse, monitor, viewing glass and equipment clean for both yourself and other students as well as to prevent accidental mishaps. Sticky hands make it unpleasant for everyone and increase equipment failure.

♦ **Under** no circumstances adjust the temperature or other classroom **controls** ♦

Reminder: Safeguard your ID and Password. Do not let someone else use it!

Doing your own work: In the modern work environment teamwork is essential. IN class please do as much of your work as possible. It is only through your own efforts, problem solving and discovery that you can maximize your learning. There is a significant difference between consulting with your friends and copying their work. There will be ample opportunity for teamwork in the assignments designed for that purpose. Any copied work gets at automatic F for both students.

Notebooks: In this modern age of complexity it is vital to be able to take good notes and organize your information in an efficient manner. Various means of structuring your class notes and studies will be discussed, while allowing for maximum individual freedom and style. A thorough and well-organized notebook will make studying easier, and aid quick reviews before exams and quizzes. A grading rubric will be given in class.

Computers are very powerful and software is quite sophisticated. Please try to observe details in organization, layout and use of the various features that are demonstrated and discovered from the assignments.