Chaminade University

OF HONOLULU

CIS 103 – Computers and Application Software

Program Overview

The program is designed to prepare students in various fields to meet professional and individual needs for computer information technology in business, education, or research environments. The course offerings are aimed at teaching both the application of software and the principles underlying the development of software systems. Learning practical applications will help the students take full advantage of the current technology in their academic and professional efforts. Understanding the principles will allow them to continue **learning** on their own and to adapt to changes in the information technology field.

Course Information

Location:	Fort Shafter
Day/Time:	Saturdays: **8:00pm – 12:10pm**
Instructor:	Gary T. Rzepka, Adjunct Professor
Contacts:	**Phone/Voicemail: 524-6217**
	Email: gtrzepka@hawaii.rr.com
Office Hours:	By **appointment** or after class
Text Book:	*Exploring* Microsoft *Office* *97, Volume 1- Revised* **Printin** by Robert Grauer and Maryanne Baker, Prentice Hall, 1998
Credits:	3 Semester Hours
Prerequisites:	None

Course Description

Introduction to the computer as a productivity tool. Covers the basic concepts and uses of the Internet, including the World Wide Web; application packages including word processing, spreadsheets, presentation graphics, and database management systems.

Course Objective

Upon satisfactory completion of this course, the student will understand the basic history of the computer, and the basic usage of Windows, browsers, word processing, spreadsheets, presentation graphics, and database management systems and how they can be applied to the "real" world. It is likely that some students will come to this course with some understanding of Microsoft Office, they will be expected to share their knowledge.

Requirements

This is a "hands-on" class. Lectures and demonstrations are designed to help you in completing your work. You are responsible for the readings that accompany each class. These chapters should be read before the lecture to gain the most benefit. Each student will need to have an email account prior to class 2. If you do not have a personal account, you can get an account with Chaminade. Hands-on and Practice with exercises will be turned in through email. All homework is due at the beginning of class. The following elements will be considered in grading:

- Attendance
- Hands-on Exercises
- Practice with Exercises
- Tests
- Case Studies
- Presentation

Attendance

Students are expected to attend class regularly all courses for which they are registered. They shall notify the instructor when illness or other duties prevents them from attending class and make arrangements to complete missing assignments. The instructor must report any absence of two weeks or more to the Dean of Arts and Sciences and the Records **Office.** Attendance is worth 15 points per class and will be taken at all classes. (5 points will be given for excused absences, 0 points for unexcused absences)

Hands-on Exercises

Several Hands-on exercises will be assigned throughout the course. Each exercise is worth 5 points. Late hands-on exercises will NOT be accepted without PRIOR approval from the instructor, and the will be automatically deducted 2 points.

Practice with ... homework

Several Practice with ... exercises will be assigned throughout the course. These are designed to make the student apply what they have learned about a particular application. These exercises will be worth 25 points each. Late practice with ... exercises will NOT be accepted without PRIOR approval from the Instructor, and will be automatically deducted 10 points.

Tests

The tests will consist of 25 multiple choice and true/false questions. They will cover the topics covered in class by the instructor and covered in the book by the authors. Each question will be worth 2 points, with the whole test accounting for 50 points. Late tests will NOT be given without PRIOR approval from the instructor. There will be 5 tests covering the following topics:

1. Essentials of Microsoft Windows 95/98 & Internet Explorer
2. Essentials of Microsoft Word
3. Essentials of Microsoft Excel
4. Essentials of Microsoft Access
5. Essentials of Microsoft PowerPoint

Case Studies/Report/Presentation

The case studies allow the students to use the software applications for "real world" situations. Each student will be doing a term-long project with the case studies, **culminating** in a report and presentation during the last week of class. Case studies will be based on those found at the end of each chapter of the text and due at the beginning of the next class. The three case studies will make up the final report and presentation. Each case study will be worth 30 points. Late case studies will NOT be accepted without PRIOR approval from the instructor, and will be automatically deducted 10 points. The **final** report will be worth 50 points and the **final** presentation will be worth 50 points.

Grading

Attendance	10	x	15 pts.	150 pts.
Hands-on Exercises	20	x	5 pts.	100 pts.
Practice with Exercises	10	x	25 pts.	250 pts.
Tests	5	x	50 pts	250 pts.
Case Studies	3	x	50 pts.	150 pts.
Final Report	1	x	50 pts.	50 pts.
Final Presentation	1	x	50 pts.	**50 pts.**
				1000 pts.

A	900 -1000 pts		D	600 - 699 pts
B	800 - 899 pts		F	<600 pts
C	700 - 799 pts			

Tentative Schedule

Class 1 - January 13, 2001   History of Computers

Assigned Reading: Essential Computing Concepts (pgs. 1-43)

Class 2 - January 20, 2001   Windows 95 and Internet Explorer 4

Assigned Reading: Essentials of Windows 95 (pgs. 1-49)
Microsoft Internet Explorer (pgs. 1-80)

Homework Assigned:

1. Windows 95 Hands-on Exercise 3
2. Internet Explorer Hands-on Exercise 1 (Ch. 1)
3. Annual Report Case Study (Internet Explorer pg. 70)

Class 3 - January 27, 2001   Microsoft Word

Assigned Reading: Microsoft Word (Ch. I & 2)
Test 1:   Windows 95 & Internet Explorer

Homework Assigned:

1. Ch. I Hands-on Exercise 2
2. Ch. 1 Practice with MS Word #4
3. **Ch.2** Hands-on Exercise 1
4. **Ch.2** Hands-on Exercise 3
5. **Ch.2** Practice with MS Word #4

Class 4 - February 3, 2001   Microsoft Word

Assigned Reading: Microsoft Word **(Ch.3** & Appendices)

Homework Assigned:

1. **Ch.3** Hands-on Exercise 1
2. **Ch.3** Hands-on Exercise 3
3. **Ch.3** Practice with MS Word #1
4. The Resume Case Study (MS Word pg. 148)

Class 5 - February 10, 2001   Microsoft Excel

Assigned Reading: Microsoft Excel (Ch. l & 2)
Test 2:   Essentials of Microsoft Word

Homework Assigned:

1. Ch. I Hands-on Exercise 2
2. Ch. I Practice with MS Excel #2
3. **Ch.2** Practice with MS Excel #1

Class 6 - February 17, 2001   Microsoft Excel

Assigned Reading: Microsoft Excel **(Ch.2** & 3)

Homework Assigned:

1. **Ch.2** Hands-on Exercise 2
2. **Ch.2** Hands-on Exercise 3
3. **Ch.2** Practice with MS Excel #5
4. **Ch.3** Hands-on Exercise 2
5. **Ch.3** Hands-on Exercise 3
6. **Ch.3** Practice with MS Excel #3

Class 7 - February 24, 2001　　　Microsoft Excel

Assigned Reading:　　　Microsoft Excel (**Ch.4** & Appendix)

Homework Assigned:

1. **Ch.4** Hands-on Exercise 2
2. **Ch.4** Hands-on Exercise 3
3. **Ch.4** Practice with MS Excel #6
4. The Annual Report Case Study (MS Excel pg. 186)

Class 8 - March 3, 2001　　　Microsoft Access

Assigned Reading:　　Microsoft Access (Ch. 1)
Test 3:　　　Essentials of Microsoft Excel

Homework Assigned:

1. Ch. l Hands-on Exercise 1
2. Ch. l Hands-on Exercise 2
3. **Ch.1** Practice with MS Access #1
4. **Ch.1** Practice with MS Access #2

Class 9 - March 10, 2001　　　Microsoft PowerPoint

Assigned Reading:　　Microsoft PowerPoint (Ch. l & 2)
Test 4:　　　Essentials of Microsoft Access

Homework Assigned:

1. Ch. l Hands-on Exercise 1
2. Ch. l Hands-on Exercise 2
3. Ch. l Hands-on Exercise 3
4. **Ch.2** Hands-on Exercise 3
5. Final Report
6. Final Presentation

Class 10 - March 17, 2001　　　Presentations

Test 5:　　　Essentials of Microsoft PowerPoint
Presentations