

FD'02

02,03

CIS 103: Computers and Applications Software

Section: TTh 8:00-9:20a TTh 9:30a-10:50p

Term: Fall 2002 / Main Campus

Instructor: Carlene Toshi

E-mail: ctoshi@hpu.edu (messages only, do not send attachments)

Office Hours: *By appointment only*, TTh 11:00-11:30am

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)

Course Level
Lower Division

Credits
3

Pre-Requisites
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 for free tutoring.

Grading

Module	Labs	Quiz	Project(s)	Exam	SubTotal
Word	15	10			25%
Excel	15	10		-	25%
Access PowerPoint Website	5	5	5 10	-	25%
Final Exam		-	-	25	25%
Total	35%	25%	15%	25%	100%

Notes:

- The **Final Exam** is comprehensive, short essay.
- Attendance will be taken each class.
- Positive and meaningful participation in class is expected.
- Each student has received a copy of the **House Rules**.

Schedule - *subject to change*

Wk	Tues	Tuesday	Thursday
1	8/27	Syllabus Computer Concepts 1 [Getting Started] Windows [Win95/98]	Basics - Word [Ch.1] Compound Document - Word [3-1]
2	9/3	Editing - Word [2-1,2,3]	Menu, Flyer
3	9/10	Advanced Features - Word [Ch.4]	Internet/Templates - Word [3-2,3]
4	9/17	Document Design	Memo, Newsletter
5	9/24	Word Quiz Due - Word Packet	Basics - Excel [1-1,2] Budget, Lunchwagon
6	10/1	Editing - Excel [2-1,2]	Payroll, Multiplication
7	10/8	Functions - Excel [3-1,2] DBD	Forecasting Peapie School, Voodoo Team
8	10/15	Single-series Charting - Excel [4-1] Multi-series Charting - Excel [4-2]	OLE - Excel [4-3]
9	10/22	Excel Quiz Due - Excel Packet	Relational Databases
10	10/29	Tables - Access [2-1]	Reports - Access [3-1] Queries - Access [3-2]
11	11/5	Case Study - Zit Zoo	Case Study - Flim Flam Airlines
12	11/12	PowerPoint QuickStart Access Quiz Due - Access Packet	PowerPoint Project
13	11/19	Computer Concepts 2 - 5 Website QuickStart Due - PowerPoint Project	Create Website
14	11/26	Linking & Testing Website	HOLIDAY
15	12/3	Uploading Website	Due - Website Project
Final Exam, 12/9-12 (tba)			

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