

## COURSE SYLLABUS

**Chaminade University**

**CIS 103 Computers and Applications Software**

### Required Text

Grauer, Robert T. and Maryann Barber. 2001. *Microsoft Office 2000 Professional, Volume 1*. Upper Saddle River, NJ: Prentice-Hall. ISBN 0-13-062098-X.

### Instructor

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I recently retired from Verizon Communications (formerly known as GTE), where I worked since the early 1980s. In recent years my responsibilities were primarily in the international arena and included working with overseas PTTs on electronic data interchange issues, working on billing system and other information system issues with Verizon affiliates, international telephone traffic analysis, and international toll fraud detection and prevention. I am also the owner of a small software consulting business, developing applications for commercial and government customers.

Since 1988 I have also been teaching evening, weekend and online computer-related classes. I've taught for a year in England, worked 3 years for a federally funded project that developed educational materials in native languages of Micronesia, and served 4 years in the U.S. Army.

I am available to meet individually with a student by appointment.

|                          |   |
|--------------------------|---|
| <b>Class location:</b>   | Henry Hall, Room 121                            |
| <b>Calendar:</b>         | January 15 - May 8                              |
| <b>Schedule:</b>         | Monday, Wednesday, Friday, 1:00 p.m. -1:50 p.m. |
| <b>Holidays 1 breaks</b> | January 21, February 18, March 25-29            |

### Course Description

This course is a hands-on introduction to computer terminology and office information systems. Topics include basic hardware and software concepts, the Microsoft Windows family of operating systems, Microsoft Office applications, and the impact of computer technology on society. Students will have extensive lab experience with word processing, spreadsheet, database management and presentation programs to help them understand their functionality and use in academic and professional endeavors.

### Course Objectives

This course is about 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 instead an educational class in using computers and office productivity applications to help you solve problems, organize information and achieve personal and organizational objectives.

Upon successful completion of the course, a student will be able to demonstrate proficient use of the computer as a tool for problem-solving and communication and demonstrate proficiency in using the Windows 95/98 operating system, Microsoft Word, Microsoft Excel, Microsoft PowerPoint and Microsoft Access.

## Course Assistance

Assignments must be entirely your own work. Don't hesitate to ask me for clarification about any assignment that is unclear.

Reminder: The Tutoring Center offers free tutoring. It's a good deal. (And free!) I encourage you to check it out.

| Date                | Assignments   | Due Date                                     |
|---------------------|---|--|
| Week 1<br>1/14-1/18 | <ul style="list-style-type: none"> <li>Read the course syllabus (this <b>document</b>).</li> <li>Read <i>Getting Started, Essential Computing Concepts</i> in the back of the textbook. (47 pages)</li> <li>Read <i>Essentials of Windows 2000</i> at the beginning of the textbook. (63 pages)</li> <li>Visit the Computer Lab and get a logonid if you don't already have one.</li> </ul> | Complete all assignments on Friday, 1/18.    |
| Week 2<br>1/21-1/25 | <ul style="list-style-type: none"> <li>Read Chapter 1 in the Microsoft Word 2000 section of the textbook: <i>Microsoft Word 2000: What Will Word Processing Do for Me?</i></li> <li>Complete Microsoft Word Exercises 1, 2 and 3 on the handouts provided by the <b>instructor</b>. Print and turn in your completed assignments.</li> </ul>  | Complete all assignments on Friday, 1/25.    |
| Week 3<br>1/28-2/1  | <ul style="list-style-type: none"> <li>Read Chapter 2 in the Microsoft Word 2000 section of the textbook: <i>Gaining Proficiency: Editing and Formatting</i>.</li> <li>Complete Microsoft Word Exercises 4, 5 and 6 on the handouts provided by the instructor. Print and turn in your completed assignments.</li> </ul>  | Complete all assignments on Friday, 2/1.     |
| Week 4<br>2/4-2/8   | <ul style="list-style-type: none"> <li>Read Chapter 3 in the Microsoft Word 2000 section of the textbook: <i>Enhancing a Document: The Web and Other Resources</i>.</li> <li>Complete Microsoft Word Exercises 7, 8 and 9 on the handouts provided by the instructor. Print and <b>turn</b> in your completed assignments.</li> </ul>   | Complete all assignments on Friday, 2/8.     |
| Week 5<br>2/11-2/15 | <ul style="list-style-type: none"> <li>Read Chapter 4 in the Microsoft Word 2000 section of the textbook: <i>Advanced Features: Outlines, Tables, Styles and Sections</i>.</li> <li>Complete Microsoft Word Exercises 10, 11 and 12 on the handouts provided by the instructor. Print and turn in your completed assignments.</li> </ul>  | Complete all assignments on Friday, y, 2/15. |

| Date                 | Assignments   | Due Date  |
|----------------------|---|---|
| Week 6<br>2/18-2/22  | <ul style="list-style-type: none"> <li>Read Chapter 1 in the Microsoft Excel 2000 section of the textbook: <i>Introduction to Microsoft Excel. What Is a Spreadsheet?</i></li> <li>Complete Microsoft Excel Exercises 1, 2 and 3 on the handouts provided by the instructor. Print and turn in your completed assignments.</li> </ul>               | Complete all assignments on Friday, 2/22.         |
| Week 7<br>2/25-3/1   | <ul style="list-style-type: none"> <li><b>Read</b> Chapter 2 in the Microsoft Excel 2000 section of the textbook: <i>Gaining Proficiency. Formatting and Isolating Assumptions.</i></li> <li>Complete Microsoft Excel Exercises 4, 5 and 6 on the handouts provided by the instructor. Print and turn in your completed assignments.</li> </ul>     | Complete all assignments on Friday, 3/1.          |
| Week 8<br>3/4-3/8    | <ul style="list-style-type: none"> <li><b>Read</b> Chapter 3 in the Microsoft Excel 2000 section of the textbook: <i>Spreadsheets in Decision Making: What If?</i></li> <li>Complete Microsoft Excel Exercises 7, 8 and 9 on the handouts provided by the instructor. Print and turn in your completed assignments.</li> </ul>                      | Complete all assignments on Friday, 3/8.          |
| Week 9<br>3/11-3/15  | <ul style="list-style-type: none"> <li>Read Chapter 4 in the Microsoft Excel 2000 section of the textbook: <i>Graphs and Charts: Delivering a Message.</i></li> <li>Complete Microsoft Excel Exercises 10, 11 and 12 on the handouts provided by the instructor. Print and turn in your completed assignments.</li> </ul>                           | Complete all assignments on Friday, 3/15.         |
| Week 10<br>3/18-3/22 | <ul style="list-style-type: none"> <li>Read Chapter 1 in the Microsoft PowerPoint 2000 section of the textbook: <i>Introduction to PowerPoint: Presentations Made Easy.</i></li> <li>Complete Microsoft PowerPoint Exercises 1, 2 and 3 on the handouts provided by the instructor. Print and turn in your <b>completed</b> assignments.</li> </ul> | Complete all assignments on <b>Friday</b> , 3/22. |
| Break<br>3/25-3/29   | <ul style="list-style-type: none"> <li>Spring Break, everyone. No <b>assignments</b> due.</li> </ul>  |   |
| Week 11<br>4/1-4/5   | <ul style="list-style-type: none"> <li>Review Chapter 1 in the Microsoft PowerPoint 2000 section of the textbook: <i>Introduction to PowerPoint: Presentations Made Easy.</i></li> <li>Complete Microsoft PowerPoint Exercises 4, 5 and 6 on the handouts provided by the instructor. Print and turn in your completed assignments.</li> </ul>      | Complete all <b>assignments</b> on Friday, 4/5.   |

| Date                 | Assignments   | Due Date                                  |
|----------------------|---|---|
| Week 12<br>4/8-4/12  | <ul style="list-style-type: none"> <li>Read Chapter 1 in the Microsoft Access 2000 section of the textbook: <i>Introduction to Microsoft Access: What Is a Database?</i></li> <li>Complete Microsoft Access Exercises 1, 2 and 3 on the handouts provided by the instructor. Print and turn in your completed assignments.</li> </ul>     | Complete all assignments on Friday, 4/12. |
| Week 13<br>4/15-4/19 | <ul style="list-style-type: none"> <li>Read Chapter 2 in the Microsoft Access 2000 section of the textbook: <i>Tables and Forms: Design, Properties, Views and Wizards</i></li> <li>Complete Microsoft Access Exercises 4, 5 and 6 on the handouts provided by the instructor. Print and turn in your completed assignments.</li> </ul>   | Complete all assignments on Friday, 4/19. |
| Week 14<br>4/22-4/26 | <ul style="list-style-type: none"> <li>Read Chapter 3 in the Microsoft Access 2000 section of the textbook: <i>Information from the Database: Reports and Queries</i></li> <li>Complete Microsoft Access <b>Exercises</b> 7, 8 and 9 on the handouts provided by the instructor. Print and turn in your completed assignments.</li> </ul> | Complete all assignments on Friday, 4/26. |
| Week 15<br>4/29-5/3  | <ul style="list-style-type: none"> <li>Review Chapter 3 in the Microsoft Access 2000 section of the textbook: <i>Information from the Database: Reports and Queries</i></li> <li>Complete Microsoft Access Exercises 10, 11 and 12 on the handouts provided by the instructor. Print and turn in your completed assignments.</li> </ul>   | Complete all assignments on Friday, 5/3.  |
| Week 16<br>5/6-5/8   | <ul style="list-style-type: none"> <li>Review the assigned textbook readings.</li> <li>Final Examination. Will cover the assigned readings. Open book, open notes.</li> </ul>   | 5/8 - Final Exam.                         |

### Late Assignments

Late assignments will have a 10% penalty applied.

### Class Participation

In this course, 5% of your grade will be based on class attendance.

There is room for a diversity of opinion in this classroom. In all of our class discussions, be polite, even when you disagree with what someone else has said.

## **Grading**

Your course grade will be based on the following weightings:

|                             |            |
|-----------------------------|------------|
| <b>Hands-on assignments</b> | <b>70%</b> |
| <b>Final exam</b>           | <b>25%</b> |
| <b>Class participation</b>  | <b>5%</b>  |

The following will be used to determine the final letter grade:

- A: 90% - 100%
- B: 80% - 89.x°10
- C: 70% - 79.x°10
- D: 60% - 69.x°10
- F: below 60%

## **Course Standards**

During the course itself, students achieve certain specified learning outcomes. All performance assessment depends upon the accomplishment of these outcomes. Students are graded on achievement, rather than effort. It is the responsibility of the student to come to class prepared for each workshop.

Academic honesty is highly valued at Chaminade University. A student must always submit work that represents his or her original words and ideas. Wherever an outside source is used as a reference, the student must cite the source and make clear the extent to which the source was used. Words and ideas that require citation include, but are not limited to all text and graphics from hard-copy and electronic publications, whether copyrighted or not.