

CIS 103 Computers and Applications Software

Sections: - T h 8:00-9:20a - TTh 9:30-10:50a

Tenn: Spring 2002 / Main Campus

Instructor: Carlene Toshi

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

Messages: 735-4739 (Faculty Services)

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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
 - reading 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	Project	Quiz	Exam	SubTotal
Word	15		10	-	25%
Excel	15		10		25%
Access I PowerPoint	10	-	5		15%
Website		10		-	10%
Final Exam		-		25%	25%
Total	40	10	25	25	100%

Notes:

D The Final Exam is comprehensive, short essay.

D Attendance will be taken each class.

D Positive and **meaningful** participation in class is expected.

D Each student has received a copy of the **House Rules**.

Schedule - *subject to change*

Wk	Tues	Tuesday	Thursday
1	1/15	Syllabus Computer Concepts 1 <i>[Getting Started]</i> Windows [Win95/98] Word Basics [Word C.1]	Assignment - Word [3-I], flyer
2	1/22	<u>Editing</u> - Word [2-1,2,3]	Edi ' - Word 2-1,2,3,1
3	1/29	Advanced Features - Word C.4 in-class lab Assi ent – resume using Table feature	Document Design Assign
4	2/5	Computer Concepts 2 <u>Assignment</u> - newsletter	Computer Concepts 3 Internet/Templates - Word 3-2,3
5	2/12	Word Quiz Due - Word Packet	Basics - Excel [I-1,2] Assignment – lunchw on
6	2/19	Editing - Excel [2-1,21]	Computer Concepts 4 Assi ment - multiplication, payroll
7	2/26	Functions / Forecasting <u>Assignment</u> – Pea pie	Excel [3-1,21]
8	3/5	Assi ent - team	<u>Charting</u> - Excel 4-1/
9	3/12	- Excel 4-2J	OLE - Excel 4-3
10	3/19	Excel Quiz Due - Excel Packet	PowerPoint [1-1,2,3]
11	3/26	<u>Spring Break</u>	
12	4/2	Basics - Access [I-1, 2, 3, 4]	Tables - Access [2-11]
13	4/9	Forms Reports - Access [3-11] Queries - Access [3-2J]	Relational Databases Case Studies - Zit Zoo / Flim Flam
14	4/16	Relational Databases Case Studies - Zit Zoo / Flim Flam	Access Quiz
15	4/23	Website Demo/Project Requirements Due - Access/PowerPoint Packet	Website Project
16	4/30	Website Project	Due - Website <u>Project</u>
17	5/6-9	Final Exam Sam class: 5/7 8-109 / 9:30am class: 5/6 8-109	