

CIS 103: Computers and Applications Software

Section: TTh 9:30-10:50a TTh 11:00-12:20p
Term: Fall 2003 / Main Campus
Instructor: Carlene Toshi
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Office Hours: By appointment only, TTh 9:00-9:30am
Messages: 735-4739 (Faculty Services)
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Website: www.angelfire.com/hi5/toshi
Text: Exploring Microsoft Office 2000 Professional Volume 1 (Grauer, Prentice Hall)
Materials: 4 double-sided high-density 3-1/2 inch diskettes (MF2HD, 1.44 Mbegabytes formatted)

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 operating system environment
 - Microsoft Word
 - Microsoft Excel
 - Microsoft Access
 - Microsoft PowerPoint
 - integrated software solutions
 - mastery of the course tutorials
 - functional competency of problem exercises

Course Assistance

Assignments must be *entirely* your own work. When in doubt about any assignment or task, ask the instructor first, 1) in class, 2) during office hours, or 3) by email.

House Rules

Rules regarding assignments, tests, participation, attendance, and academic honesty have been reviewed in class and are posted on the course website.

You are strongly encouraged to contact the Tutoring Center for free tutoring.

Grading

Module	Packet / Project	Test	Total
Word	15	10	25%
Excel	15	10	25%
Access	10	5	25%
PowerPoint	5	-	
Integration/ Website	5	-	
Final Exam		25	25%
GRAND TOTAL			100%

Course Grade	Letter Grade Interpretation
A	Outstanding scholarship and an unusual degree of intellectual initiative.
B	Superior work done in a consistent and intellectual manner.
C	Average grade indicating a competent grasp of subject matter.
D	Inferior work of the lowest passing grade, not satisfactory for fulfillment of prerequisite work.
F	Failed to grasp the minimum subject matter; no credit given.

Schedule - subject to change

Read the assignment before class.

Wk	Tues	Tuesday	Thursday
1	8/26	Syllabus Computer Concepts 1 <i>[Getting Started]</i> Windows Review Basics - Word <i>[Ch. 1]</i>	Editing - Word <i>[2-1, 2, 3]</i>
2	9/2	Compound Document - Word <i>[3-1]</i> Internet/Templates - Word <i>[3-2, 3]</i>	Document Design - <i>Menu, Flyer</i>
3	9/9	Advanced Features - Word <i>[4-1, 2]</i>	Advanced Features - Word <i>[4-3, 4]</i>
4	9/16	<i>Persuasion, Brochure</i>	<i>Newsletter</i>
5	9/23	DUE - Word Packet Word Test	Basics - Excel <i>[1-1, 2]</i> <i>Budget, Lunchwagon</i>
6	9/30	Editing - Excel <i>[2-1, 2]</i>	<i>Payroll, Multiplication</i>
7	10/7	Functions - Excel <i>[3-1, 2]</i> <i>DBD</i>	Forecasting / More Functions <i>Peapie School, Voodoo Team</i>
8	10/14	Single-series Charting - Excel <i>[4-1]</i> Multi-series Charting - Excel <i>[4-2]</i>	OLE - Excel <i>[4-3]</i>
9	10/21	DUE - Excel Packet Excel Test	Relational Databases Bookstore Demo Tables - Access <i>[2-1]</i>
10	10/28	Reports - Access <i>[3-1]</i>	Queries - Access <i>[3-2]</i> Queries pp. 118-119: d, e, f, g, h
11	11/4	Case Study - <i>Zit Zoo</i>	Case Study - <i>FlimFlam Airlines</i> Access Test
12	11/11	HOLIDAY	DUE - Access Test & Packet PowerPoint QuickStart
13	11/18	PowerPoint Project	DUE - PowerPoint Project Website QuickStart
14	11/25	Create Website	HOLIDAY
15	12/2	Test / Upload Website	DUE - Website Project Computer Concepts 2 - 4 Course Review
16	12/9	Final Exam, tba (www.scsite.com/dc2004 - "chapter review")	

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