

CIS 103B(Seminar): Computers and Application Systems

Instructor

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Course Description

Through a combination of lectures and "hands-on" lab activities this course will cover a set of basic skills needed to use Microsoft Excel. An overview of Windows 95 will precede the introduction of the spreadsheet application.

Course Objectives

The course is intended to help students become familiar with the most commonly used spreadsheet application. Students will learn how to produce simple accounting and other computational style tables and create graphs and charts based on such data.

Requirements

CIS 103 is a "hands-on" course. Your learning will come through lab exercises as directed by your "Inbox."

Inbox

Instruction will alternate between short lectures and practical application of assignments from you Inbox. At each meeting, you are expected to complete and submit all Inbox exercises to the instructor

Submitting Your Own Work

Each student is expected to complete his or her own assignments. Although modern work environments require extensive teamwork, the main goal in this class is that each student learns the basic skills of Microsoft Excel. You must distinguish between discussing problems with friends and copying other people's work.

Exams and Quizzes

There are one examination and three quizzes for the class. Quizzes are open book and open note.

Grading

The class grade will be an average of course work based on the following weights:

Final	50%
Quizzes	50%

The following will be used in determining the final letter grade:

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

Office Hours

Thirty minutes prior to the start of class.

For "quick" questions, try email or the telephone is the simplest ways to contact me.

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