



CIS 103:04
Computers and
Application Software
Syllabus

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Course Description

Through a combination of lectures, lab activities, and project assignments, this course will cover a set of basic application software on the personal computer. The application set will include the following Windows-based packages.

- Web browser
- E-mail
- Word Processor
- Spreadsheet
- Database Management System
- Presentation Graphics

MS Office 2000 will be used for the last four applications. An overview of the Windows operating system will precede the introduction to all these packages.

Course Objectives

The course is intended to help students to:

- To use the personal computer in productive ways
- To learn the basic components of the computer system
- To acquire basic understanding of computer networks
- Become familiar with the World Wide Web as a source of information
- Be able to use electronic mail on regular basis for communication and file transfer
- Be able to use FTP for file transfer
- Use a word processor system for creating, editing, and printing letters, reports, and other forms of documents
- Use an electronic spreadsheet to produce simple accounting and other computational style tables

- and create graphs based on such data
 - Use a database management system to create, edit, move, sort, merge, and select data records and produce formatted reports
 - Use a presentation graphics package to create electronic slides as aids for formal presentations
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Text Book

Exploring Microsoft Office 2000 Professional Vol. I, by Robert Grauer and Maryanne Baker. Prentice Hall, 1999.

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Topics

The following topics will be covered in the course. Refer to the [schedule page](#) for further details.

- Computer Organization Basics
- Windows Operating System
- Internet and WWW
- Email
- Word Processing
- Presentation Graphics
- Spreadsheet
- Database Management System

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Requirements

CIS 103 is a "hands-on" course. Most of your learning will come through lab exercises and projects. Lectures and demonstrations are designed to help you in completing your work. You are responsible for the readings that accompany each exercise. Projects should be turned in at the beginning of the class on due dates. The following elements will be considered in calculating the semester grade. Refer the the section on Grading for more details.

- Projects

- Lab Exercises
- Tests
- Quizzes
- Class Participation (Attendance)
- Final Exam

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Project Assignments

More than in other classes, you learn by doing in this class. Throughout the semester, there will be several *Project Assignments (PA)*, which involve less specific instructions and more research on your part than the lab exercises conducted in the class. The PA's will be graded on the quality of work and evidence of care that goes into their completion, in addition to their completeness and timeliness. Their descriptions and due dates are indicated in the Class Schedule.

Each PA submitted as a hardcopy will be due at the beginning of the class on a due date. Later on, PAs will be submitted by email, which will be due at midnight of the posted due date. Any project turned in after the deadline is considered one day late and counts the same as if it were turned in the next day. Assignments which are late by more than three calendar days will not receive a regular credit. However, a minimum credit will be given to assignments which are late by more than three days--in order to distinguish them from those that are never submitted.

Each Project, when it consists of multiple pages, should be *bound together*, either by staple or by paper clip.

The last PA, which will be due near the end of the semester, is a special project which requires an oral presentation accompanied by a PowerPoint presentation graphics. The last two or three class sessions will be devoted to these presentations of class members. Refer to a separate page which describes the PA.

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Tests

There are a number of tests scheduled for the term, in addition to the final exam. Some of these test will be of on-line format, and the problems will be similar to the exercises and projects. Their dates are indicated in the Class Schedule. (The format for the final exam will be announced later in the term.) In general, there will be no make-up tests. Special cases will be considered when there are valid reasons, but *arrangements must be made before the scheduled test dates*.

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Quizzes

Short quizzes are scheduled, as indicated in the Schedule. The questions for these quizzes will be taken from the multiple-choice questions at the end of chapters in the textbook. As a general rule, there will be no make-up quizzes.

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Cell Phones

Please get in the habit of making sure that your cell phone or beeper is turned off before you enter the classroom. Be mindful of the fact that an unexpected noise is disturbing to fellow students, as well as to the instructor.

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Lab Exercises

The time in the classroom will be used for lectures, demonstrations, tests, and exercises. Most often in the class you will follow *Hands-On Exercises* as described in the textbook and led by the instructor. The schedule of topics to be covered is listed in the [Class Schedule](#). After you have practiced on these exercises, you should be able to complete the project assignments (PA) which are due on the dates indicated in the Class Schedule. You are expected to spend a certain amount of time outside the class to complete your exercises.

In order to encourage you to complete *Hands-On*

Exercises (HOE), they will be collected and credited periodically as *Labs*. (Refer to the Class Schedule for their due dates, indicated as *Labs*.) Usually, hardcopies of these exercises will be allowed to be used during tests as references., but not during quizzes. They are due at the start of the class on due dates; but when they are used for tests, they should be turned in immediately after the test. The following conditions are required for each *Lab*.

They must be handed in on the date (at the start of the class) indicated on the *Class Schedule* Web page as ***Lab x*** (where x is a number). On the *first* page of the set being handed in, indicate in the top-right corner,

- the Lab number
- Your name
- Chapter & Hands-On Exercise number--e.g. WD Ch. 2, HOE 2, as it appears on the Schedule page

All hardcopies in a *Lab* must be bound together by staple or paper clip. Each exercise must be complete. The hardcopies for a particular period include all exercises up to the one just before the due date. However, exercises that were not covered in the class need not be turned in.

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Submitting One's Own Work

Each student is expected to complete his or her own assignments. Although modern work environments require extensive teamwork, one of the main goals in this class is that each student learn the basic skills in computer usage through individual practicing. You must distinguish between consulting your friends and discussing problems with them from copying other people's work. The penalty for copying in tests, project assignments, or lab exercises is, for the first offense, a grade of F for all parties involved; for the second offense, an F for the course.

Assignment Documentation

Each exercise, both PA and Lab assignments, should have the following information clearly provided at the right top corner of the page.

- 1. Your name
- 2. PA or Hands-On Exercise Number
- 3. Page Number in the text book
- 4. Date Assigned (for *HOE*)/Date Due (for PA)

All PA and HOE hardcopies should be stapled or fastened with a paper clip. (Penalty points will deducted for if the pages are not fastened.)

Attendance

Regular class attendance is important for several reasons. First, you are responsible for all materials discussed in the class. Second, you should use the assigned lab time as effectively as you can, while a direct help from the instructor is available. Third, coming to class regularly is a good motivation for practicing with software packages, even if you are learning them mostly by yourself. Attendance will be taken at all class sessions. (See the section on *Grading* for attendance scores.) Generally speaking, there will be no make-up tests or quizzes. Exceptions will be considered, *with prior arrangements, only for excused absences because of serious reasons*. Be sure to inform the instructor when you foresee that you must miss a test. A missed test or quiz due to an unexcused absence receives a grade of 0.

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Grading

The semester grade will be based on the following elements of your course responsibilities: (Points in various categories and total points are subject to change.)

Tests	$50 \times 3 =$	150
Quizzes	$10 \times 9 =$	90
Projects	$30 \times 4 + 50 \times 1 =$	170
Labs (HOE)	$10 \times 6 =$	60
Attendance	$50 =$	50
Finals	$100 \times 1 =$	100

Total		620

The following guidelines will be used in determining the final grades.

A: ≥ 90 ; B: ≥ 80 ; C: ≥ 70 ; D: ≥ 60 ; F: < 60

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Getting Help

For "quick" questions the email is the simplest way to contact me. Feel free to drop in at my office during office hours or to set up an appointments outside those hours. (I am around my office usually in the afternoon.) When you need help in debugging programs, bring a copy of the code that is causing the problem.

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CIS 103:
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Schedule

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Abbreviations

AC: Access Ch: Chapter ECC: Essential Computer Concepts EW: Essentials of Windows
EX: Excel HOE: Hands On Exercise EI: Exploring Internet IW: Internet & WWW
PRE: Prerequisite WD: Word PA: Project Assignment PP: PowerPoint

Wk	Date	Topics	Readings	Exercises	Due
1	8/26	Introduction <ul style="list-style-type: none">• Computer System• Windows system	<ul style="list-style-type: none">• ECC Summary (p 42)• EW 21-24• EI 2-9• EI 15-16		
	8/28	<ul style="list-style-type: none">• File System• Local Area Network System		<ul style="list-style-type: none">• Formatting diskette• Moving & copying files	
	8/30	Internet WWW <ul style="list-style-type: none">• Network Systems• Terminology		EI Ch 1 <ul style="list-style-type: none">• HOE-1	
2	9/2	Labor Day (No Classes)			
	9/4	<ul style="list-style-type: none">• Search Engines• Print-screen key	<ul style="list-style-type: none">• EI 47-52• WD 8-9• WD 25-26• WD 52-55	EI Ch 2 <ul style="list-style-type: none">• HOE-1	
	9/6	Word Processor <ul style="list-style-type: none">• Introduction• Editing documents		WD Ch 1 <ul style="list-style-type: none">• HOE-1	Quiz 1 (EI Ch 1)
3	9/9	Word Processor <ul style="list-style-type: none">• Formatting Paragraphs• Compound Documents• Word 2000 & Web	<ul style="list-style-type: none">• WD 80-83• WD 110-114	<ul style="list-style-type: none">• HOE-2• HOE-3	<ul style="list-style-type: none">• <u>PA1</u>
	9/11			WD Ch 2 <ul style="list-style-type: none">• HOE-1	
	9/13			<ul style="list-style-type: none">• HOE-2	Quiz 2 (WD Ch 1) <ul style="list-style-type: none">• <u>Lab1</u>
4	9/16	Word Processor <ul style="list-style-type: none">• Word Art	<ul style="list-style-type: none">• WD 123-125	<ul style="list-style-type: none">• HOE-3 WD Ch 3	

				• HOE-1	
	9/18			• HOE-2	
	9/20			• Practice No. 1, Word p 145: Inserting Objects	Quiz 3 (WD Ch 2)
5	9/23	Test No. 1 (Word) Review			• Extra Credit 1
	9/25	Presentation Graphics	• PP 2-8 • PP 18-21	PP Ch 1	
		• Introduction • Creating a presentation		• HOE-1	
	9/27			• HOE-2	• PA2
6	9/30	• Transition Effects • Animation		• HOE-3	
	10/2	Spreadsheet	• EX 1-8 • EX 19-23	Ex Ch 1	• Lab2
		• Introduction • Modifying worksheet		• HOE-1 • HOE-2	
	10/4				Quiz 4 (PP Ch1)
					• Extra Credit2
7	10/7	Spreadsheet	• EX 42-46 • EX 53-58	EX Ch 2	
		• Creating Workbbok • Formatting Worsheet		• HOE-1	
	10/9			• EX Ch2 HOE-2	
	10/11			• Ex Ch 2, practice #1 Coaches Reality	Quiz 5 (EX Ch 1)
8	10/14	Discoverer's Day (No classes)			
	10/16	Spreadsheet	• EX 86-89 • EX 93-97	• Ex Ch 2, p 80 Practice #3 The Check Book	• Lab3
		• Decision Making • Mortgage Analysis			
	10/18			• Ex Ch 3 HOE-1 Analysis of Car Loan	
9	10/21	Spreadsheet	• EX 138-148 • EX 158-168	• Ex Ch 4 HOE-1 Chart Wizard	• PA3
		• Summary of Functions: SUM; AVERAGE; MAX; MIN; COUNT; TODAY()		• Ex Ch 3 p 129 Practice #2 Hot Spot	
	10/23				

	10/25	(date) ; NOW(); (date/time) ; PMT; IF • Graphs		• Ex Ch 3 HOE-3 The Expanded Grade Book	• <u>Extra Credit3</u> <u>Quiz 6 (EX Ch 2)</u>
10	10/28	Spreadsheet • Multiple data series		• Ex Ch 4 HOE-2 Multiple Data Series	
	10/30			• Ex Ch 4 p 187 Practice #3 Hotel Capacities: a & b only	
	11/1	Test No. 2 (Excel)			• <u>Lab4</u>
11	11/4	DBMS • Introduction to Access • Creating tables	• AC 2-5 • AC 13-16 • AC 50-55	AC Ch 1 • HOE-1 Use Windows Explorer to copy Bookstore.mdb Print Books table in landscape	• <u>PA 4</u>
	11/6			• HOE-2 Ignore Office Assistant Print a report	
	11/8			• HOE-3	<u>Quiz 7 (EX Ch 3)</u> • <u>Extra Credit 4</u>
12	11/11	DBMS	• AC 102-107	• HOE-4 • Powerpoint Presentation Form	• <u>Lab5</u>
	11/13			AC Ch 2 • HOE-1	
	11/15			• HOE-2	<u>Quiz 8 (AC Ch 1)</u>
13	11/18	DBMS	• AC 115-120	AC Ch 2	

		<ul style="list-style-type: none">● Creating selecting		<ul style="list-style-type: none">● HOE-3	
	11/20			<ul style="list-style-type: none">● Exercise 1 (Modified Student Form) ACC p 92	
	11/22			Access Ch 3	<ul style="list-style-type: none">● <u>PA 5</u>
				<ul style="list-style-type: none">● HOE-1	<u>Quiz 9 (AC Ch 2)</u>
14	11/25	DBMS		<ul style="list-style-type: none">● HOE-2	
		<ul style="list-style-type: none">● Examples			<ul style="list-style-type: none">● <u>Lab6</u>
	11/27	Test 3: Access			
	11/28-11/29	Access Query		<ul style="list-style-type: none">● Class exercise	<ul style="list-style-type: none">● USA Query (print the Last Query)
15	12/2	PP Project presentation		<ul style="list-style-type: none">● Exercise from Book● <u>Review 1</u>	<ul style="list-style-type: none">● <u>PA6</u>
	12/4	PP Project presentation		<ul style="list-style-type: none">● <u>Review 2</u>	<ul style="list-style-type: none">● <u>Extra credit 5</u>
	12/6	Review		<ul style="list-style-type: none">● <u>Review 3</u>	
16	12/12	Final Exam: 8:00-10:00			<ul style="list-style-type: none">● <u>Lab7</u>