

**UPPER IOWA UNIVERSITY**  
**External Degree Program**

**MIS 101-04 Introduction to Computer Applications**

**COURSE DESCRIPTION:**

An introduction to general computer concepts, along with the use of application software. The course focuses on word processing and spreadsheets and introduces database management and presentation applications. Three semester credits.

**COURSE OBJECTIVES:**

At the conclusion of this course, the student should be able to:

1. Demonstrate basic computer concepts, operations and functions.
2. Explain basic information systems theory.
3. Develop basic correspondence, reports and other word processing products.
4. Produce basic spreadsheets and manipulate data to make informed decisions.
5. Demonstrate familiarity with databases and their uses.
6. Develop basic presentation applications.

**REQUIRED COURSE MATERIALS:**

**TEXTBOOKS:** *Microsoft Office XP: Introductory Concepts and Techniques*, Shelly, et al, (2002). Boston, MA; Thomson Learning.

**SYLLABUS:** Provided by Upper Iowa University

**SOFTWARE:** **Microsoft Office XP (If this software is not accessible, please contact instructor for additional details on your course completion.)**

You may purchase your textbook through MBS Direct by calling their toll free number – 800-325-3252 or through the UIU homepage – [www.uiu.edu](http://www.uiu.edu). Click on the link called Resources for Center, External Degree and Online Program learners. Follow the link and select External Degree for your location.

## COURSE OVERVIEW:

This course is designed to introduce the student to general computer concepts, along with the use of application software. The course focuses on word processing and spreadsheets and introduces database management and presentation applications. The textbook is an introduction to computers (hardware and operating systems) and how to use Microsoft (MS) Office XP. MS Office XP is utilized because it is the latest version of MS Office which is the most popular office suite used in the business world today. It includes MS Word, a word processor software, MS Power Point, a presentation software, MS Excel, a spreadsheet software, and MS Access, a database software. The course consists of an introductory unit and three other units that focus on Word and PowerPoint, Excel, and Access. Each unit provides 2 or 3 projects to be completed. Each project includes text to read, hands-on step-by-step and screen-by-screen exercises to better understand the MS Office applications, a lab assignment, that relates to the prior exercises, and a questions assignment consisting of Multiple Choice, True-False and Fill-in-the-Blank questions. After each unit is completed, that is all the projects are completed and sent in, there is a proctored unit examination. The unit examinations will consist of 75 multiple choice questions. There will not be any True-False or Fill-in-the-Blank questions on the examination.

One approach to completing this course is to do the following:

- **Read\*** the **Preface**, the **Essential Introduction to Computers** (complete assignment) and **An Introduction to Windows 2000 Professional and Office XP Project 1** (no labs or assignments involved).
- **Read\*** and perform step-by-step, screen-by-screen exercises presented in each of the projects associated with one of the units. Complete the designated lab assignment, and finally complete the associated questions assignment. **Submit Lab assignment and Questions Assignment to instructor after completion of each project.**
- Prepare for the examination by studying the corrected assignments and step-by-step exercises presented in each project.
- Take the examination.

**\* It is imperative that you as the student read all materials carefully and do the exercises methodically. If you pursue this path of study, the lab exercises will be very achievable. This process will also help in completing the assignments and perform well on the exams.**

The course is organized into an introduction section and three units which includes reading, hands-on exercises, labs, assignments, and an exam:

## **UNIT ONE: INTRODUCTION:**

Preface	pp xii - xxiii
Essential Introduction to Computers	pp COM 1–COM 38
• Essential Introduction to Computers Questions Assignment	
Microsoft Windows 2000 and Office XP – Project 1: An Introduction to Windows 2000 Professional and Office XP	pp INT 1.01–INT 1.77

Note: No Introductory material will not be on the examination

## **UNIT TWO: MS WORD AND MS POWERPOINT**

<b>Word Project 1:</b> Creating and Editing a Word Document	pp WD 1.03–WD 1.62
• Word Project 1: Lab 1 – Creating an Announcement With Clip Art	pp WD 1.66
• Word Project 1: Questions Assignment	
<b>Word Project 2:</b> Creating a Research Paper	pp WD 2.01– WD 2.52
• Word Project 2: Lab 1 – Preparing a Research Paper	pp WD 2.58
• Word Project 2: Questions Assignment	
<b>Word Project 3:</b> Creating a Resume Using a Wizard And a Cover Letter with a Table	pp WD 3.01-WD 3.61
• Word Project 3: Lab 1 – Using Word’s Resume Wizard to Create a Resume	pp WD 3.64
• Word Project 3: Questions Assignment	
<b>PowerPoint Project 1:</b> Using a Design Template And Text Slide Layout to Create a Presentation	pp PP 1.01-PP 1.66
• PowerPoint Project 1: Lab 1 – Decades of Nutrition in the Twentieth Century	pp PP 1.69-PP1.71

- PowerPoint Project 1: Questions Assignment

**PowerPoint Project 2:** Using the Outline Tab and Clip Art to Create a Slide Show pp PP 2.01-PP2.54

- PowerPoint Project 2: Lab 1 – Adding Clip Art and Animation Effects to a Presentation Created On the Outline Tab pp PP 2.57-PP2.59
- PowerPoint Project 2: Questions Assignment

Note: Submit both the completed values worksheet and the formulas version of the worksheet (Read pp E2.56-E2.57). This not necessary if you are attaching spreadsheet to email.

#### **UNIT TWO EXAM: MS WORD**

MS Word Projects 1 through 3

Note: The examination will not cover MS PowerPoint

#### **UNIT THREE: MS EXCEL**

**Excel Project 1:** Creating a Worksheet and Embedded Chart pp E 1.01-E1.55

- Excel Project 1: Lab 1 – Madonna’s Virtual Sojourn Annual Sales Analysis Worksheet pp E1.58-PP1.59
- Excel Project 1: Questions Assignment

**Excel Project 2:** Formulas, Functions, Formatting, and Web Queries pp E 2.01-E2.65

- Excel Project 2: Lab 1 – Ray’s Ready Mix Concrete Weekly Payroll Worksheet pp E2.69-E2.70
- Excel Project 2: Questions Assignment

**Excel Project 3: What-If Analysis, Charting,  
and Working with Large Worksheets** pp E 3.01-E3.66

- Excel Project 3: Lab 1 –  
Tamiami Medical Supply  
Seven-Year Financial Plan pp E3.69-PP3.72
- Excel Project 3: Questions  
Assignment

Note: Submit both the completed values worksheet and the formulas version of the worksheet (Read pp E2.56-E2.57). This is not necessary if you are attaching spreadsheet to email.

### **UNIT THREE EXAM : MS EXCEL**

#### **MS Excel Projects 1 through 3**

### **UNIT FOUR: MS ACCESS**

**Access Project 1: Creating a Database Using  
Design and Datasheet Views** pp A1.01-A1.52

- Access Project 1: Lab 1 –  
Creating the Wooden Crafts  
Database pp A1.56-A1.57
- Access Project 1: Questions  
Assignment

**Access Project 2: Querying a Database  
Using the Select Query Window** pp A2.01-A2.42

- Access Project 2: Lab 1 –  
Querying the Wooden Crafts  
Database pp A1.56-A1.57
- Access Project 2: Questions  
Assignment

**Access Project 3: Maintaining a Database  
Using the Design and Update Features  
of Access** pp A3.01-A3.49

- **Access Project 3: Lab 1 – Maintaining the Wooden Crafts Database** pp A3.52-A3.53
- **Access Project 3: Questions Assignment**

#### **UNIT FOUR EXAM : MS ACCESS**

MS Access Projects 1 through 3

#### **EXAMINATION INFORMATION:**

You should start studying for your examinations as you proceed through each unit assignment. As you near completion of a unit assignment, you should request that the unit exam be mailed to your proctor (be sure to request it three weeks in advance). The examinations will consist of 75 multiple choice questions (no True/False or Fill-in-the-Blank questions). You can study from the corrected unit assignments but remember the examination questions may **not** necessarily be identical to the questions that appeared in the assignments.

**The textbook can be used, but no notes or other materials are allowed when taking the proctored examination.** Each unit covers a great deal of material, but if the unit assignments are completed in a timely and efficient manner and the student allows enough time to study properly, the student should not suffer undue pressure in completing this course. **Remember you will not be able to complete the examination if you have to look up the answer to every question (this is due to time constraints).** The rationale in using the textbook is to assist you in ‘jogging’ your memory if you incur a memory block on certain areas covered in the exam.

**NOTE: Students must pass at least one of the three unit examinations to pass the class**

**COMPOSITION OF GRADE:**

- Each lab assignment is worth 50 points each
- Each assignment question is worth 1/2 point each
- Each Exam question is worth 5 points each

Total possible points student can receive to determine final grade:

**Unit 1**

Introduction Assignment	<u>55 points</u>
Total Points for Unit	55

**Unit 2**

Word Project 1 Lab	50 points
Word Project 1 Assignment	42
Word Project 2 Lab	50
Word Project 2 Assignment	42
Word Project 3 Lab	50
Word Project 3 Assignment	42
PointPower Project 1 Lab	50
PowerPoint Project 1 Assignment	55
PointPower Project 2 Lab	50
PowerPoint Project 2 Assignment	55
Unit Two Exam	<u>375</u>
Total Points for Unit	861

**Unit 3**

Excel Project 1 Lab	50 points
Excel Project 1 Assignment	42
Excel Project 2 Lab	50
Excel Project 2 Assignment	42
Excel Project 3 Lab	50
Excel Project 3 Assignment	42
Unit Three Exam	<u>375</u>
Total Points for Unit	651

**Unit 4**

Excel Project 1 Lab	50 points
Excel Project 1 Assignment	42
Excel Project 2 Lab	50
Excel Project 2 Assignment	42
Excel Project 3 Lab	50
Excel Project 3 Assignment	42
Unit Four Exam	<u>375</u>
Total Points for Unit	651

**TOTAL POINTS FOR COURSE      2218 points**

The letter grade can be determined by adding student's total points and applying the result to the following table:

1996 – 2218 points	A	90 – 100%
1774 – 1995	B	80 – 89%
1552 – 1773	C	70 – 79%
1330 – 1551	D	60 – 69%
Below 1329	F	59% or less

**Upper Iowa University uses a standard grading system:**

**A** – All work is excellent, shows exceptional understanding of materials; logical, clear, and insightful written and oral work, incorporates knowledge from other sources and moves easily to the next level of understanding, works well beyond minimum requirements.

**B** – Understanding material is good to very good, demonstrates good grasp of all Material, good oral and written skills, produces more than the minimum requirements, quality of all work is high.

**C** – Satisfactory understanding of the material, submits only the minimum requirements, communicates adequately in oral and written formats, displays an adequate understanding of all basic concepts.

**D** – Quality and quantity written and oral work is below average and barely acceptable.

**F** – Quality and quantity written and oral work is unacceptable.

**ATTENDANCE:**

Even though a student does not attend a regular classroom in the traditional sense and keep up with a set schedule of assignments, it should be pointed out how important it is to keep yourself on a regular timely schedule if possible to complete and send in units. It is too easy to set work aside and decide to do it later. Suddenly, the need to complete assignments and get them in by deadlines can become stressful and, at times, impossible. The key would be to set time aside on a regular basis and submit work in a timely manner.

**WITHDRAWAL:**

If you wish to withdraw prior to the last day of the enrollment period you must contact the External Degree office by telephone or in writing. After your original six month enrollment period you no longer have the option of withdrawing from the course. You must finish the course or have a final grade assigned based on the coursework submitted.

### **LIBRARY RESOURCES:**

As a student of Upper Iowa University, you have access to the resources of the Henderson-Wilder Library on the Fayette campus. If travel to the campus is not feasible, you can access the library through the University's website. For InfoTrac access information, please contact the library at library@uiu.edu.

### **CHEATING, ACADEMIC DISHONESTY AND PLAGIARISM:**

Because cheating, academic dishonesty and plagiarism are affronts to the University community as a whole and a denial of the offender's own integrity, they will not be tolerated. Cheating includes but is not limited to:

- the use of unauthorized books, notes or other sources in the giving or securing of help in an examination or other course assignments,
- the copying of other students' work or allowing others to copy your work,
- the submission of work that is not your own or allowing others to submit your work as theirs,
- the submission of the same work for two or more classes without the approval of any instructors involved.

Academic dishonesty includes, but is not limited to:

- sharing academic materials knowing they will be used inappropriately,
- having access to another person's work without permission,
- providing false or incomplete information on an academic document,
- changing student records without approval.

Plagiarism includes, but is not limited to:

- the presentation of another's published or unpublished work as one's own,
- taking words or ideas of another and either copying them or paraphrasing them without proper citation of the source,
- using charts, graphs, statistics or tables without proper citation.

Detected cheating, academic dishonesty, or plagiarism will result in consequences that may, at the instructor's discretion, include course failure. In addition, an offender may be reported to the Senior Vice President for the Extended University, the Dean of the Extended University, or designee for possible disciplinary action, which may include suspension or dismissal from the University. Upper Iowa University may make use of various plagiarism detection services. Individuals, by enrolling in courses offered by the University, consent to submission by the University of course-related assignments to such services and the retention of a copy of such assignments by the service. Extended University Catalog 2004/05 page 85.

### **SPECIAL NEEDS:**

If you require accommodation for special needs, please provide documentation to the Director of External Degree.

**This syllabus is tentative and subject to change.**