UPPER IOWA UNIVERSITY
INDEPENDENT STUDY PROGRAM

MIS 101-09 INTRODUCTION TO COMPUTER APPLICATIONS

COURSE DESCRIPTION:

An introduction to general computer applications and concepts, the course focuses on the use of an integrated software package. Included are applications such as word processing, spreadsheets, databases, embedding and linking, the Internet and the WorldWideWeb. This course will meet the general education requirement of computer skills. 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:

1. **TEXTBOOKS:** *Microsoft Office 2007: Introductory Concepts and Techniques-Windows Vista Edition*, Shelly, et al, (2008). Boston, MA; Course Technology.
2. **SYLLABUS:** Provided by Upper Iowa University
3. **SOFTWARE: Microsoft Office 2007 (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 at: 800-325-3252 or through the UIU homepage: www.uiu.edu. Click on the link for current students then select order textbooks from the options in the left hand column. Follow the link and select Independent Study 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 2007. MS Office 2007 is utilize 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 complete. 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, Fill-in-the Blank, and Matching 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, Fill-in-the-Blank, or Matching questions on the examination.

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

- **Unit 1 - Read*** the **Preface**, the **Essential Introduction to Computers** and **An Introduction to Windows Vista.** Complete the unit by answering the questions. There are not any labs in this unit. **Submit Questions Assignment to instructor after completion of this project.**

- **Unit 2, 3, & 4 - 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 xiv - xxi
Essential Introduction to Computers	pp COM 1–COM 38
Introduction to Windows Vista	pp WIN 1–WIN 67

Introduction: Question Assignment. There are no labs for this unit.

Note: No Introductory material will be on the exam.

UNIT TWO: MS WORD AND MS POWERPOINT

Word Project 1:

- Creating and Editing a Word Document — pp WD 1–WD 62
- Word Project 1: Lab 1 – Creating a Flyer with a Picture — pp WD 67
- Word Project 1: Question Assignment

Word Project 2:

- Creating a Research Paper — pp WD 73 – WD 132
- Word Project 2: Lab 1 – Preparing a Short Research Paper — pp WD 138
- Word Project 2: Question Assignment

Word Project 3:

- Creating a Cover Letter and a Resume — pp WD 145 - WD 204
- Word Project 3: Lab 1 – Creating a Cover Letter with a Table — pp WD 209
- Word Project 3: Question Assignment

PowerPoint Project 1:

- Creating and Editing a Presentation pp PPT 1-PPT 65
- PowerPoint Project 1: Lab 1 – Creating a Presentation with Bullet Points pp PPT 69-PPT 71
- PowerPoint Project 1: Question Assignment

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 an Embedded Chart pp EX 1 - EX 69
- Excel Project 1: Lab 1 – Annual Cost of Goods Worksheet pp EX 74 – EX 75
- Excel Project 1: Question Assignment

Excel Project 2:

- Formulas, Functions, Formatting, and Web Queries pp EX 81 - EX 144
- Excel Project 2: Lab 1 – Sales Analysis Worksheet pp EX149 – EX 151
- Excel Project 2: Question Assignment

Excel Project 3:

- What-If Analysis, Charting, and Working with Large Worksheets pp EX 161 –EX 228
- Excel Project 3: Lab 1 – Eight-Year Financial Projection pp EX 233 – EX237
- Excel Project 3: Question 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 an Using a Database pp AC 1 – AC 64
- Access Project 1: Lab 1 – Creating the JMS TechWizards Database pp AC 67 – AC68
- Access Project 1: Question Assignment

Access Project 2:

- Querying a Database pp AC 73 – AC 127
- Access Project 2: Lab 1 – Querying the JMS TechWizards Database pp AC 131 – AC132
- Access Project 2: Question Assignment

Access Project 3:

- Maintaining a Database Using the Design and Update Feature of Access pp AC 137 – AC 195
- Access Project 3: Lab 1 – Maintaining the JMS TechWizards Database pp AC 199 – AC 200
- Access Project 3: Question 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: In order to pass this course, you must get a passing grade ("D" or better), on at least one of the exams and have enough cumulative points to earn a passing grade.

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	55 points
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
Unit Two Exam	375
Total Points for Unit	756

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	375
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	375
Total Points for Unit	651

TOTAL POINTS FOR COURSE **2113 points**

TASK:

The learner's task who successfully completes this course is to:

Use a computer to input data, manipulate data using word processing, spreadsheet, database and presentation software, and create appropriate information output for a defined problem.

SKILLS:

A learner who successfully completes this course will:

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.

GRADING:

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

Grading Scale

Letter Grade	Percentage	Points Needed	Letter Grade	Percentage	Points Needed
A	100 - 93%	930 - 1000	C	77 - 72%	720 - 779
A-	92 - 90%	900 - 929	C-	71 - 70%	700 - 719
B+	89 - 88%	880 - 899	D+	69 - 68%	680 - 699
B	87 - 82%	820 - 879	D	67 - 62%	620 - 679
B-	81 - 80%	800 - 819	D-	61 - 60%	600 - 619
C+	79 - 78%	780 - 799	F	59 - 0%	0 - 599

Grades are based on a 1000 point scale. Reference grading scale above.

Upper Iowa University uses a standard grading system:

A= Clearly stands out as an excellent performer.
Has unusually sharp insight into material and initiates thoughtful questions. Sees many sides of an issue. Articulates well and writes logically and clearly. Integrates ideas previously learned from this and other disciplines; anticipates next steps in progression of ideas.

Example:
"A" work should be of such a nature that it could be put on reserve for all students to review and emulate. The "A" student is, in fact, an example for others to follow.

A - = Stands out as an excellent performer.
Has sharp insight into material and initiates thoughtful questions. Sees many sides of an issue. Articulates well and writes logically and clearly. Integrates ideas previously learned from this and other disciplines; anticipates next steps in progression of ideas.

Example:
"A-" work should be of such a nature that it might be put on reserve for other students but with reservations; an "A-" should be considered a very high grade.

B+ = Grasps subject matter at a level considered to be very good.
Participates consistently in class discussion. Writes very well. In on-ground environments, speaks very well. Accomplishes much more than the minimum requirements. Produces consistently high quality work.

Example: "B+" work indicates a very high quality of performance and is given in recognition for solid work; a "B+" should be considered a high grade.

B = Grasps subject matter at a level considered to be good.
Participates actively in class discussion. Writes well. In on-ground environments, speaks well. Accomplishes more than the minimum requirements. Produces high quality work. This is the minimum passing grade for graduate work.

Example: “B” work indicates a high quality of performance and is given in recognition for solid work; a “B” should be considered a very good grade.

B - = Often grasps subject matter at a level considered to be good.
Often participates in class discussion. Often well. In on-ground environments, speaks well. Accomplishes more than the minimum requirements. Usually, but not always, produces high quality work.

Example: “B-” work indicates very good performance and is given in recognition for usually solid work; a “B-” should be considered a good grade.

C+ = Demonstrates a just more than satisfactory comprehension of the subject matter.
Accomplishes all of the minimum requirements, and displays above average initiative. Communicates orally and in writing at an above average level for a college student. Has an understanding of all basic concepts.

Example: “C+” work represents above average work. A student receiving a “C+” has more than met the requirements, including deadlines, of the course.

C= Demonstrates a satisfactory comprehension of the subject matter.
Accomplishes only the minimum requirements, and displays little or no initiative. Communicates orally (on-ground environments) and in writing at an acceptable level for a college student. Has an acceptable understanding of all basic concepts.

Example: “C” work represents average work. A student receiving a “C” has met the requirements, including deadlines, of the course.

C - = Demonstrates a barely satisfactory comprehension of the subject matter.
Accomplishes only the minimum requirements, and displays less than average initiative. Communicates orally and in writing at a barely acceptable level for a college student. Has a marginal understanding of all basic concepts.

Example: “C-” work represents below average work. A student receiving a “C-” has barely met the requirements, including deadlines, of the course.

D+=Quality and quantity of work is below average, but verging on acceptable.
Accomplishes the most basic requirements of the course with skill that approaches the acceptable level.

Example: “D+” work is passing and approaches, but does not meet the average expectations.

D= Quality and quantity of work is below average and barely acceptable.
Accomplishes the most basic requirements of the course with below average skill.

Example: “D” work is passing by a slim margin and questions the student’s ability to succeed in more advanced coursework.

D - =Quality and quantity of work is well below average and marginally acceptable.
Accomplishes the most basic requirements of the course and executes them poorly.

Example: “D-“ work is passing, but strongly questions the student's ability to continue on with more advanced level of coursework.

F= Quality and quantity of work is unacceptable.
Academic credit is not earned for an F.

Example: “F” work does not qualify the student to progress to a more advanced level of course work.

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 Independent Study office by phone or in writing. After your original six month enrollment period you no longer have the option to withdraw 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, library resources (online journal databases, e-books, newspaper access, citation help, etc.) are available. If travel to the campus is not feasible, you can access the library through the University’s website. Go to: www.uiu.edu/library. **To request usernames/passwords for remote library access contact the UIU Library either by phone (563)425-5270, (563)425-5356, or [(563)425-5261, library weekend hours] or, email** library@uiu.edu by clicking on the link. Please be sure to include your student ID number to help verify that you are an Upper Iowa University distance learner. (Hint: consider requesting accesses BEFORE you need the service.) Library help sheets can be found on myUIU.

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.
- obtaining and using texts intended for instructor use only.

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 Academic Extension, 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.

Cheating, academic dishonesty and plagiarism infractions are tracked by the Dean of the Extended University, and cumulative evidence collected from multiple incidents will be considered when making suspension or dismissal decisions.
Academic Extension Catalog 2009/10 page 96.
http://uiu.edu/catalogs/eu/2009_catalog_pdf_files/2009uiu_ExtCatalog.pdf

SPECIAL NEEDS:

If you require accommodation for special needs, please provide documentation to: Academic Advising Coordinator.

This syllabus is tentative and subject to change.