

## SYLLABUS

### ISYS 100-1C Computer Applications

**SEMESTER/YEAR:** SPRING 2010  
**COURSE MEETING:** Thursday first half 6-8:50PM.  
**DATES:** 1/14 1/21 1/28 2/4 2/11 2/18 2/25 3/4  
**LOCATION:** ST. CHARLES  
**CREDITS:** 3

**Instructor:** Dean Hodge, MSA  
**Office Hours:** By prior arrangement only  
**Phone:** 314.322.0110  
**E-mail:** [dean.scott.hodge@gmail.com](mailto:dean.scott.hodge@gmail.com)

**Pre-requisite:** None

**Pre-assignment:** *Word* Read Chapter 1 & 2, pg WD 1 – WD 133

**Text/Materials:**

Text: *Microsoft Office 2007: Introductory Concepts and Techniques, Windows XP Edition*  
(1-4188-4327-x)

*This syllabus is subject to change at the sole discretion of the Instructor*

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**Academic Accommodations**

Maryville University provides accommodations and supports for students with disabilities are defined by the Americans with Disabilities Act. If you have a documented disability and wish to discuss academic accommodations, please contact the course instructor and/or the Director of the Academic Success Center located in the University Library (314-529-6850).

**Course Description:**

This course provides an overview of microcomputer applications including a brief introduction to computer concepts, Microsoft Windows XP, Microsoft Office 2007, Microsoft Office Word 2007, Microsoft Office Excel

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2007, Microsoft Office Access 2007, Microsoft Office PowerPoint 2007, Microsoft, creating Web pages, and integration of the applications.

### Teaching Methods:

1. Lectures: Important material from the text and outside sources will be covered in class. Students should plan to take careful notes as not all material can be found in the texts or readings. Discussion is required as is student-procured outside material relevant to topics being covered.
2. Assignments: End of chapter activities and online activities will be assigned weekly to reinforce material in the text. These assignments may require the application of various software packages.
3. Quizzes: Quizzes are given weekly over the reading assignment.
4. Exams: One comprehensive exam will be given at the end of the course. The exam will be closed book/notes and will test assigned readings and material discussed in class. A review will be provided prior to the exam day. The exam will emphasize any material students failed to comprehend as demonstrated by poor performance on weekly quizzes. These items will be noted on exam review sheets.
5. Participation: Student participation will be graded by the level of class participation and attendance.

### Grading:

Total points will be computed as follows. The total points for quizzes, cases, and assignments may vary.

Weekly Quizzes:	300	50 ea
Assignments:	350	50 ea
Participation:	100	12.5 ea
Final Exam	250	1 ea
	=====	
Total:	1,000	

### Point System:

A	>= 900
B	>= 800
C	>= 700
D	>= 600

### Course Policies:

Missed Classes: The student is responsible for obtaining material distributed on class days when he/she was absent. This can be done through contacting a classmate who was present or by contacting the instructor during his office hours or other times. Missed or late quizzes can not be made up under any circumstances but with good cause and adequate notice, an early quiz may be given. One quiz (lowest score) will be dropped at the end of the semester.

Assignments: All assignments are due at the beginning of class on the date due. Late submission of assignments will be assessed a penalty of 10% per day. No exceptions are made.

Academic Dishonesty: Plagiarism and cheating are serious offenses and may be punished by failure on exam, paper or project; failure in course; and or expulsion from the University. For more information refer to the "Academic Dishonesty" policy in the University Undergraduate Catalog. For this class, it is permissible to assist classmates in general discussions of computing techniques. General advice and interaction are encouraged. Each person, however, must develop his or her own solutions to the assigned projects, assignments, and tasks. In other words, students may not "work together" on graded assignments.

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Need for Assistance: If you have any condition, such as a physical or learning disability, which will make it difficult for you to carry out the work as I have outlined it, or which will require academic accommodations, please notify me as soon as possible.

Internet Support: Check the book for publisher’s web support.

Posting of Grades: Final grades will not be posted. If you wish to have your final grade sent to you, please bring a self-addressed, stamped envelope to the final exam.

Incomplete Policy: Students will not be given an incomplete grade in the course without sound reason and documented evidence as described in the Student Handbook. In any case, for a student to receive an incomplete, he or she must be passing and must have completed a significant portion of the course.

### Course Outline

#### Assignment Descriptions:

**Apply Your Knowledge (AYK):** Apply Your Knowledge is a student assignment that helps you to reinforce the skills and apply the concepts you learned in this chapter.

**Extend Your Knowledge (EYK):** Extend Your Knowledge is a student assignment that challenges you to extend the skills you learned in this chapter and to experiment with new skills. You may need to use Help to complete the assignment.

**Cases and Places (CP):** Cases and Places is a series of student assignments where you apply your creative thinking and problem solving skills to design and implement a solution. **In the Lab (Lab):** In the Lab is a series of student assignments that ask you to design and/or create a presentation using the guidelines, concepts, and skills presented in this chapter. The assignments are listed in order of increasing difficulty.

Week		Assignment
1	<i>Word</i>	
	Read Chapter 1 & 2	EYK, AYK
2	<i>Word</i>	
	Read Chapter 3 & Web Feature	Cases and Places
3	<i>Excel</i>	
	Read Chapter 1 & 2	AYK, EYK
4	<i>Excel</i>	
	Read Chapter 3 & Web Feature	Cases and Places
5	<i>PowerPoint</i>	
	Read Chapter 1, 2, & Integration Feature	Cases and Places
6	Access	
	Read Chapter 1 and 2	EYK, AYK
7	Access	
	Read Chapter 3 and Integration Feature	Self-study pre-exam
8	Final Test	

### Optional:

Students may use these for personal improvement, they are not required.

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### **ISYS 100-1C Computer Applications**

Learn it Online (LIO): Learn It Online is a series of online student exercises that test your knowledge of chapter content and key terms.

Make It Right (MIR): Make It Right is a student assignment that requires you to analyze a presentation and correct all errors and/or improve the design.