

**COURSE:** ISYS 100-1S Computer Applications

**INSTRUCTOR:** Sonia R. Walker - **Office/Mobile Phone: (314) 574-1094**

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**TEXT:** Microsoft Office 2007 Introductory Concepts an  
Premium Video Edition  
By Shelly Cashman Vermaat ISBN: 10:0:324-82684-2

**PRE-REQUISITE:** None

**PRE-ASSIGNMENT:** Read Chapters 1 & 2

**Note:** This syllabus is subject to change at the instructor's discretion.

#### **Academic Accommodations**

**Maryville University provides accommodations and supports for students with disabilities as 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.**

**SEMESTER/YEAR:** Spring – 2010

**COURSE MEETINGS:** Saturday's 12:30 – 3:20pm

**COURSE DATES:** January 16, 2010 – April 24, 2010

**LOCATION:** Fenton Campus

**CREDIT:** 3

**COURSE DESCRIPTION:**

This course provides the fundamental concepts about electronic data processing and an overview of microcomputer applications including a brief introduction to computer concepts, Microsoft Windows Vista, Microsoft Office 2007. Microsoft Word, Microsoft Excel, Microsoft Access, Microsoft PowerPoint, Microsoft Outlook, OLE, creating WEB pages and integration of applications.

**COURSE OBJECTIVES:**

Upon completion of this course, the student should be able to:

- Understand electronic data processing and information processing techniques in a micro computing environment.
- Use windows Vista to do file management and utility tasks.
- Use internet browsers such as Netscape and Internet Explorer as a source tool for business research
- Create, edit and print a document with Microsoft Word
- Perform calculation and do graphic using Microsoft Excel
- Email using MS Outlook
- Use Microsoft Access to interactively store and retrieve data and develop reports
- Use Microsoft PowerPoint to create presentation graphics

## **SUPPLIES**

One memory stick (USB) to store lab assignments and two pocket folders.

## **Grading**

<i>Midterm and Final Exam</i>	<i>50%</i>
<i>Attendance</i>	<i>5%</i>
<i>Laboratory and out of class assignments</i>	<i>45%</i>

## **Grading Scale**

100-94	A	76-79	C+
90-93	A-	73-75	C
86-89	B+	70-72	C-
83-85	B	60-69	D
80-82	B-	Below 60	F

**ASSIGNMENT CALENDAR:**

<b>Saturday, January 16</b>	Intro to Computers, Intro to Windows Vista, start Intro to WORD	COM39 #1 & 5
<b>Saturday, January 30</b>	Finish Chapter 1 – Intro to Word, & Chapter 2 Word	Lab 2 – WD69 & Lab 2 – WD140-WD141
<b>Saturday February 13</b>	Chapter 3 Word, Chapter 1 Excel	Lab 2 – WD210 & WD211 Lab 2 – EX75
<b>Saturday, February 27</b>	Mid-term Chapter 2 Excel Start Chapter 3 Excel	Lab 2 – EX 151
<b>Saturday, March 13</b>	Finish Chapter 3 Excel Chapter 1 Access	Lab 3 – EX237 & Lab 1 – AC67
<b>Saturday, March 27</b>	Chapter 2 Access & Chapter 3 Access	Lab 1 – AC131 & Lab 1 – AC191
<b>Saturday, April 10</b>	Outlook, Chapter 1 & 2 Power point	Lab 1 PPT 71 PPT 136-PPT 137 or PPT 138-PPT 139
<b>Saturday, April 24</b>	Final Exam	