

INFSYS 1800 WAIVER EXAM REQUEST

If you believe you already have the skills taught in INFSYS 1800 and wish to take the waiver exam, please complete the form online at: <http://umsl.edu/go/HRe>. Upon receipt of this form, the course coordinator, Professor Mimi Duncan, will register you to be eligible to take the exam. When she has provided the appropriate permissions, you will receive an email from her. This registration allows you to take the exam when you want at the online testing center. More online testing center information can be found at: <http://www.umsl.edu/technology/mgwhelp/stuhelp/otcs.html>. The exam takes one hour. You will need to have your student identification card and know your Gateway ID and password.

Professor Duncan provides two versions of the exam; therefore, you can take the exam twice each semester. When a new semester begins and the new exams are posted, students can take the exam again.

If you have any questions, please contact Professor Duncan. Her telephone number is 314-516-6282 and her email address is duncan@umsl.edu.

TOPICS COVERED IN INFSYS 1800: COMPUTERS AND INFORMATION SYSTEMS

Technical/Professional Competencies

1. Demonstrate skill in retrieving resources in an online environment
2. Recognize the elements of a computer system
3. Understand the technical elements of Information Systems
 - a. Identify hardware components, elementary machine communication and basic networking
 - b. Build skill in operating systems, utility programs and file management
 - c. Utilize professional information technology ethics
 - d. Access and create content via open and closed networks
4. Create a professional email with multiple attributes for various constituents
5. Synthesize the knowledge acquired by completing a project
6. Demonstrate mastery of different assessment tools
7. Examine professional and ethical practices in business as it relates to managing and sharing information
8. Effectively organize, manage and present individual and enterprise information using contemporary software applications such as spreadsheets, word processing, databases and electronic presentation software.

Word 2013

1. Retrieve compressed folders from remote sites
2. Develop complete projects from shell files
3. Create a document with different styles, headers/footers, copy, cut, paste, change fonts and save with appropriate file name and location
4. Produce documents with footnotes, endnotes and a bibliography
5. Craft multiple page documents with complex formats and options
6. Generate documents with pictures, tables, columns and tabs
7. Build a newsletter with SmartArt, borders, shading, text effects and styles

PowerPoint 2013

1. Design a new presentation
2. Create and format slides
3. Combine slide layouts and compare views
4. Employ transitions and animations as appropriate
5. Recognize the need for headers/footers and notes pages
6. Utilize slide enhancements tailored to an audience
7. Organize files from different Office 2013 applications for an integrated outcome

HTML: Creating a Web Page

1. Find HTML code on your desktop
2. Using/downloading Kompozer or other HTML writing application
3. Create a web page based on criteria
4. Name and save the file correctly
5. Upload the file into your virtual network space
6. View your web page and correct any mistakes, i.e. broken links or non-appearing images

Excel 2013

1. Create, save and format worksheets
2. Use functions and construct formulas
3. Understand types of cell reference
4. Build and manage different types of charts
5. Employ integrated formatting
6. Develop and use grouped worksheets
7. Generate summary sheets
8. Apply logical, count and date functions
9. Insert and format Sparklines

Access 2013

1. Create a new database
2. Work in both datasheet and design view
3. Use relational database skills
4. Import data
5. Filter and sort multiple objects
6. Develop queries from multiple objects
7. Add text criteria, calculated fields and comparison operators
8. Group and total queries
9. Use wildcards