

ITSC 1309 – Integrated Software Applications I (3:2-2)

Informal Description: The world today is now highly computerized. This course introduces students to computers, and delivers practice using productivity tools that are useful to students and professionals

Textbooks/Reference/Materials

- Microsoft Office 2007: Introductory Concepts and Techniques, Shelly ,Cashman, ISBN 0-324-82685-0
- Access to <http://www.templejc.edu/dept/cis/CCollins/Collins.htm>
- floppy disks or other file storage (home computer, removable USB drive, etc.)

COURSE CALENDAR

16 Week Calendar	Overviews	Topics Covered	Labs	5/6 Week
Week 1	Overview 1	Orientation		Week 1
Week 2	Overview 2	Windows	Lab 1 Windows	Week 1
Week 3	Overview 3	Word 1-2	Lab 2 Word	Week 1
Week 4	Overview 4	Word 3	Lab 3 Word Project	Week 1
Week 5 Review	Overview 5	Review		Week 2
Week 6 Test 1	Overview 6	Excel 1	Lab 4 Excel	Week 2
Week 7	Overview 7	Excel 2	Lab 5 Excel Project	Week 2
Week 8 Review	Overview 8	Excel 3;		Week 2
Week 9 Test 2	Overview 9	Access 1	Lab 6 Access	Week 3
Week 10	Overview 10	Access 2-3	Lab 7 Access Project	Week 3
Week 11	Overview 11	PowerPoint 1	Lab 8 PowerPoint	Week 3
Week 12	Overview 12	PowerPoint 2	Lab 9 Ppt Project	Week 4
Week 13	Overview 13		Focus on Lab 10	Week 4
Week 14 Review	Overview 14		Focus on Lab 10	Week 4
Week 15 Test 3	Overview 15	Test 3	Course Eval	Week 4
Last Class Day	Overview 16	FINAL EXAM	Last Class Day	

See course website for current semester’s calendar, and holidays

Notes:

Course Competencies

CIP Code: 11.0101 (Computer and Information Sciences, General)

Course Title: Integrated Software Applications I

Course Level: Introductory

Course Description: Integration of applications from popular business productivity software suites.

Instruction in embedding data, linking and combining documents using word processing, spreadsheets, databases, and/or presentation media software.

Learning Outcomes: Use word processing, spreadsheet, database, and/or presentation media software; and demonstrate ability to apply integration techniques and produce combined documents.

Suggested Prerequisite: Keyboarding proficiency