

ITSC 1309 (COSC 1301 & BCIS 1301) Integrated Software (Microcomputer) Applications

INSTRUCTOR: Tawny Lamb

OFFICE LOCATION: Room 509

OFFICE PHONE: (254) 298-8466

E-MAIL: tawny.lamb@templejc.edu

WEB ADDRESS: <http://www.templejc.edu/dept/cis/TLamb/lamb.htm>

PREREQUISITE: Keyboarding proficiency.

TEXTBOOK USED: *Microsoft Office 2007-Introductory Concepts and Techniques (Premium Video Edition)* by Shelley, Cashman, Vermaat. Published by Course Technology. ISBN 978-0-324-82684-5.

OTHER MATERIALS: a computer with Internet access, MS Office 2007 installed, and a CD-ROM drive (the college computer labs are available), pen drive or CDs for storing work.

HOURS: Three semester hours of college credit is given. Two lecture hours. Two lab hours.

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.

This class is not intended for transfer to a four-year institution unless taken under either BCIS 1301 or COSC 1301.

ATTENDANCE: Students are expected to be present for all class meetings (see "Attendance" in the student handbook for Temple College) and are responsible for any material covered and any assignments made in the case of an absence. If you quit attending class, you should drop the course. I reserve the right to drop any student who has missed four or more classes or has missed two or more assignments.

EXPECTATIONS: If you must miss a due date, notify me BEFORE that date to make arrangements for turning in assignments. If you do not notify me in advance, **no late work will be accepted**. Homework due dates are posted on D2L. **No makeup tests**. Exam dates are also posted on D2L.

EVALUATION: Final grades will be made up of Tests, Labs, and Homework as follows:

Test Average	= 50% of Final Grade
Case Problems	= 30% of Final Grade
Review Questions	= 20% of Final Grade

GRADING SCALE: Final grades will be assigned as follows:

90 and above	= A
80 to 89	= B
70 to 79	= C
60 to 69	= D
Below 60	= F

DISRUPTIVE BEHAVIOR: Please refer to *Disruptive Behavior* in the Student Handbook. Any student who engages in such behavior will be asked to leave the classroom and may be subject to removal from this course.

Pursuant to college policies, beepers and cellular phones are prohibited from use in the classrooms. Students may request an exception to this policy for medical reasons or if the student is with law enforcement and is on call. Specifically, please **turn off** cell phones and beepers and store them away during class time.

SCHOLASTIC INTEGRITY: Please refer to *Scholastic Integrity* in the Student Handbook, page 10. Your work **MUST** be your own and **MUST NOT** be copied or shared with other students. Scholastic dishonest will not be tolerated. If you are caught cheating on any work, you will be dropped from class and receive an "F" for the entire course.

DEPARTMENT POLICY: It is the policy of the Computer Information Systems department that no unauthorized personnel are allowed in any of the computer rooms (such as a child of a student taking a class). An authorized person is a student enrolled in a computer information systems class. Violation of this policy could result in you losing your lab privileges.

Instructor reserves the right to modify course requirements at any time based on the professional judgment of the instructor.