

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

INSTRUCTOR: Tawny Lamb

OFFICE LOCATION: Room 509

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PREREQUISITE: Keyboarding proficiency.

TEXTBOOK USED: *Microsoft Office 2010-Introductory Concepts and Techniques* by Shelley, Cashman, Vermaat with SAM code. Published by Course Technology. ISBN 9781111877347.

OTHER MATERIALS: a computer with Internet access, MS Office 2010 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 BCIS 1301.

LEARNING OBJECTIVES: At the end of this course students will:

1. Have a working knowledge of microcomputers and various prepackaged software applications.
2. Have knowledge of hardware and software selection and integration.
3. Be able to create, open, edit, save, and print documents created with MS Word 2010.
4. Be able to format, copy/paste, insert graphics and other objects, and use advanced features with documents created in MS Word 2010.
5. Be able to create, open, edit, save, create a chart, and print a worksheet created with MS Excel 2010.
6. Be able to use formulas, functions, what-if analysis with an MS Excel worksheet and format, edit, copy, paste and use advanced editing features.
7. Be able to create a database with MS Access 2010 and all related tables, queries, forms, and reports.
8. Be able to create, open, edit, save, and print a presentation in MS PowerPoint 2010.
9. Be able to insert graphics, tables, and other objects into a presentation created with MS PowerPoint 2010 and to add advanced features to each slide.

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	= 40% of Final Grade
Tutorial Problems	= 10% of Final Grade
SAM 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

ACADEMIC INTEGRITY: Academic integrity will be expected of students at all times. Your work must be your own, **not shared with or copied from** other students. Please refer to the section on academic integrity in the TC Student Handbook for further details.

DISRUPTIVE BEHAVIOR: Disruptive behavior will not be tolerated. Depending on the situation the student may be warned once about their negative behavior. Continued disruptive behavior may result in the student being asked to leave the class. Once removed, the only way to return to class is with a public apology in front of the rest of the class. See the Student Handbook for a more detailed discussion of disruptive behavior.

CLASSROOM ETIQUETTE: Pagers and cell phones will be turned off or set to vibrate during class. Please show courtesy to the class by restricting conversation to in-class topics, and raise your hand to gain attention when asking a question or raising a point of discussion.

You will be expected to conduct yourself in a professional manner at all times in this class.

Professionalism in the classroom includes but is not limited to:

- Punctuality (The classroom doors may be locked once the lecture or classroom course content begins. This is for the safety of the students and the instructor. Students may not be allowed late admittance into the class.)
- Civility and courtesy towards everyone in the class

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.