

**COLLIN COUNTY COMMUNITY COLLEGE DISTRICT
BUSINESS, INFORMATION AND ENGINEERING TECHNOLOGIES DIVISION
Office Systems Technology Department**

COURSE SYLLABUS

Course Number: ITSC 1309

Course Title: INTEGRATED SOFTWARE APPLICATIONS I—MS OFFICE

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.

Course Credit Hours: 3 **Lecture Hours:** 2 **Lab Hours:** 2

Prerequisite: POFT 1127, or POFT 1329, or POFT 2301 or consent of Department Faculty Contact

College Repeat Policy: A student may repeat this course only once after receiving a grade, including “W.”

Student Learning Outcomes:

- 1.0 Identify, define, and use common computer features in an integrated office suite application
- 2.0 Create, edit, and format word processing documents
- 3.0 Create, edit, and format data in spreadsheets
- 4.0 Create and manage databases
- 5.0 Create, format, and enhance presentations using presentation software
- 6.0 Integrate the word processing, spreadsheet, database, and presentation software packages

Attendance Policy:

Online students should communicate weekly with the instructor. Students must complete all components of the course as directed in a timely manner. Assignments should be completed and turned in for evaluation on a regular weekly basis. Students should invest whatever time is required to complete the assignments since lab time to complete assignments may vary according to individual skills and flex entry enrollment dates. All assignments must be completed by the last class day before final week in the fall and spring semesters. Tests must be taken at the end of each unit and completed by the end of the semester.

Withdrawal Dates: See the current *Collin Registration Guide* for the last day to withdraw. See your instructor for withdrawal dates for Daily Flex Entry classes.

Religious Holy Days: Please refer to the current *Collin Student Handbook*.

ADA Statement:

It is the policy of Collin County Community College to provide reasonable accommodations for qualified individuals who are students with disabilities. This College will adhere to all applicable federal, state and local laws, regulations and guidelines with respect to providing reasonable accommodations as required to afford equal educational opportunity. It is the student's responsibility to contact the ACCESS office, SCC-G200 or 972.881.5898 (V/TTD: 972.881.5950) in a timely manner to arrange for appropriate accommodations.

Academic Ethics:

The College District may initiate disciplinary proceedings against a student accused of scholastic dishonesty. Scholastic dishonesty includes, but is not limited to, statements, acts, or omissions related to applications for enrollment or the award of a degree, and/or the submission as one's own work material that is not one's own. Scholastic dishonesty may involve, but is not limited to, one (1) or more of the following acts: cheating, plagiarism, collusion, use of annotated texts or teacher's editions, and/or falsifying academic records.

Plagiarism is the use of an author's words or ideas as if they were one's own without giving credit to the source, including, but not limited to, failure to acknowledge a direct quotation.

Cheating is the willful giving or receiving of information in an unauthorized manner during an examination, illicitly obtaining examination questions in advance, copying computer or Internet files, using someone else's work for assignments as if it were one's own, or any other dishonest means of attempting to fulfill the requirements of a course.

Collusion is intentionally or unintentionally aiding or attempting to aid another in an act of scholastic dishonesty, including but not limited to, failing to secure academic work; providing a paper or project to another student; providing an inappropriate level of assistance; communicating answers to a classmate during an examination or any other course assignment; removing tests or answer sheets from a test site, and allowing a classmate to copy answers.

Revised March 2009