



WACO, TEXAS

INTEGRATED SOFTWARE APPLICATIONS I
ITSC 1309
COURSE SYLLABUS

REVISED: 09-10

INTEGRATED SOFTWARE APPLICATIONS I

ITSC 1309

Course Description:

Introduces business productivity software suites using word processing, spreadsheets, databases, and/or presentation software. Semester Hours 3 (2 lec/2 lab)

Prerequisites and/or Corequisites:

None

Required Text & Material:

1 -1 GB USB Flash Drive

Course Objectives and/or Competencies:

- A. Course Objectives: The main thrust of this course is to give the student an introduction to microcomputers and how they can be used in solving problems that are encountered in business. The course shall consist of a hands-on introduction to computer applications including:
- Windows XP
 - Word processing
 - Electronic spreadsheets
 - Database management
- B. Course Competencies: Upon successful completion of the course, the student should be able to:
1. Identify and describe various Windows XP functions and perform these functions on a computer system.
 2. Describe the basic functions in a word processor and perform those functions.
 3. Describe the basic functions of a spreadsheet and perform spreadsheet functions.
 4. Describe the basic functions of a database system and perform basic database operations.
 5. Allocate time to successfully complete lab assignments, prepare for exams and meet attendance requirements of his/her instructor.
 6. Prepare budgets, ask “What-if” questions and keep financial records using spreadsheets.
 7. Assume responsibility for all materials required for the class and computer workspace.

8. Collaborate during labs to provide and receive hands-on assistance with assignments.
9. Interface with others in classroom from culturally diverse backgrounds.
10. Acquire information from textbooks, from instructor's presentations, collaborative learning with other students, and from hands-on lab assignments; and apply information to performing functions on the microcomputer.
11. Analyze and evaluate solutions to hands-on lab assignments for completeness and correctness.
12. Utilize microcomputers for hands-on lab assignments.
13. Acquire an understanding of the functions of the operating system environment of a computer.
14. Acquire an understanding of the functions of software application packages individually and collectively.
15. Acquire information on configurations of systems and hardware and software specifications and how to select technology to apply to a specific task.
16. Perform applications functions on a microcomputer system.

Foundation Competencies from the Secretary's Commission on Achieving Necessary Skills (SCANS):

1. Act responsibly by checking solutions to verify the correctness of Understand written descriptions of the assignments.
2. Utilize on-line help systems for reference materials.
3. Design and create documents in word processing, spreadsheets, and database.
4. Determine the calculations required for the solution of spreadsheets and database problems.
5. Participate in class discussions and collaborate to assist each other during labs.
6. Receive verbal instructions for developing documents using the software.
7. Evaluate the problem and determine a solution.
8. Select tools appropriate to the task, and identify and correct errors.
9. Interpret and evaluate computer output and check results.
10. Act responsibly by completing assignments by due dates.
11. Work in small groups on lab assignments.
12. Collaborate during class to provide and receive hands-on assistance with assignments.
13. Act accountably for academic integrity.

C. Evaluation

1. Written objective and/or subjective exams
2. Practical laboratory hands-on exams
3. Laboratory hands-on assignments
4. Class discussion and participation
5. Homework and class assignments
6. Ethics and work habits

Course Outline:

This course provides students with knowledge and application of word processing software, spreadsheet software, and database software programs as well as integration of those software applications.

MCC Attendance Policy:

Regular and punctual attendance is expected of all students, and each instructor will maintain a complete record of attendance for the entire length of each course, including online and hybrid courses. Students will be counted absent from class meetings missed, beginning with the first official day of classes. Students, whether present or absent, are responsible for all material presented or assigned for a course and will be held accountable for such materials in the determination of course grades. In the case of online and hybrid courses, attendance will be determined in terms of participation, as described in the course syllabus.

Absence from 25 percent of scheduled lecture and/or laboratory meetings will be taken as evidence that a student does not intend to complete the course, and the student will be withdrawn from the course with a grade of W. The instructor may reinstate the student if satisfied that the student will resume regular attendance and will complete the course. If the student's 25 percent absences are reached after the official drop date, the instructor may assign a W, if the student is passing and requests to be withdrawn. However, if a student who is not passing reaches the 25 percent point after the official drop date, the student will receive an F. In extenuating circumstances, the instructor may assign a W to a student who is not passing.

Each absence will count toward attendance requirements in each course.

Students will be permitted to make up class work and assignments missed due to absences caused by (1) authorized participation in official College functions, (2) personal illness, (3) an illness or a death in the immediate family, or (4) the observance of a religious holy day. Also, the instructor has the prerogative of determining whether a student may make up work missed due to absences for other reasons. It is the student's responsibility to inform the instructor of the reason for an absence and to do so in a timely fashion.

Student Absences on Religious Holy Days

McLennan Community College shall excuse a student from attending classes or other required activities including examinations for the observance of a religious holy day, including travel for that purpose. Students are required to file a written request with each instructor for an excused absence. A student whose absence is excused for this observance may not be penalized for that absence and shall be allowed to take an examination or complete an assignment from which the student is excused within a reasonable time after the absence. Religious holy day means a holy

day observed by a religion whose places of worship are exempt from property taxation under the Texas Tax Code. McLennan Community College may not excuse absences for religious holy days which may interfere with patient care.

Note: Students interested in seeing the class attendance policy in its entirety should check the Highlander Guide or the MCC policy manual.

ADA Statement:

In accordance with the requirements of the Americans with Disabilities Act (ADA), and the regulations published by the United States Department of Justice 28 C.F.R. 35.107(a), MCC's designated ADA co-coordinators, Mr. Gene Gooch - Vice President, Finance and Administration and Dr. Santos Martinez – Vice President, Student Services shall be responsible for coordinating the College's efforts to comply with and carry out its responsibilities under ADA. Students with disabilities requiring physical, classroom, or testing accommodations should contact Mr. Marcus Sweatt, Disabilities Specialist, at 299-8122 or msweatt@mclennan.edu.

ITSC 1309 - Integrated Software Applications

Course Competencies	Workplace Competencies																		Foundation Skills																	
	Resources				Interpersonal						Information				Systems			Technology			Basic Skills					Thinking Skills					Personal Qualities					
	A	B	C	D	A	B	C	D	E	F	A	B	C	D	A	B	C	A	B	C	A	B	C	D	E	A	B	C	D	E	F	A	B	C	D	E
Identify and describe various Windows XP functions and perform these functions on a computer system.											X	X	X	X	X	X		X	X																	
Describe the basic functions in a word processor and perform those functions.											X	X	X	X	X	X		X	X																	
Describe the basic functions of a spreadsheet and perform spreadsheet functions.											X	X	X	X	X	X		X	X				X					X								
Describe the basic functions of a database system and perform basic database operations.											X	X	X	X	X	X		X	X							X	X	X	X							
Allocate time to successfully complete lab assignments, prepare for exams and meet attendance requirements of his/her instructor.	X																																			
Prepare budgets, ask "What-if" questions and keep financial records using spreadsheets.		X																																		
Assume responsibility for all materials required for the class and computer workspace.			X																																	
Collaborate during labs to provide and receive hands-on assistance with assignments									X																											
Interface with others in classroom from culturally diverse backgrounds										X																										

Course Competencies	Workplace Competencies															Foundation Skills																					
	Resources				Interpersonal					Information				Systems			Technology			Basic Skills					Thinking Skills						Personal Qualities						
	A	B	C	D	A	B	C	D	E	F	A	B	C	D	A	B	C	A	B	C	A	B	C	D	E	A	B	C	D	E	F	A	B	C	D	E	
Acquire information from textbooks, from instructor's presentations, collaborative learning with other students, and from hands-on lab assignments; and apply information to performing functions on the microcomputer.											X																										
Analyze and evaluate their solutions to hands-on lab assignments for completeness and correctness.											X	X																									
Utilize microcomputers for hands-on lab assignments.														X																							
Acquire an understanding of the functions of the operating system environment of a computer.															X	X																					
Acquire an understanding of the functions of software application packages individually and collectively.															X	X	X																				
Acquire information on configurations of systems and hardware and software specifications and how to select technology to apply to a specific task.																		X																			

Course Competencies	Workplace Competencies															Foundation Skills																								
	Resources				Interpersonal					Information				Systems			Technology			Basic Skills					Thinking Skills						Personal Qualities									
	A	B	C	D	A	B	C	D	E	F	A	B	C	D	A	B	C	A	B	C	D	E	A	B	C	D	E	F	A	B	C	D	E							
Perform applications functions on a microcomputer system.																			X																					
Understand written descriptions of the assignments.																							X																	
Utilize on-line help systems for reference materials.																							X																	
Design and create documents in word processing, spreadsheets, and database.																								X																
Determine the calculations required for the solution of spreadsheets and database problems.																									X															
Participate in class discussions and collaborate to assist each other during labs.																										X														
Receive verbal instructions for developing documents using the software.																											X													
Evaluate the problem and determine a solution.																												X	X	X	X	X								
Select tools appropriate to the task, and identify and correct errors.																												X	X	X	X	X								
Interpret and evaluate computer output and check their results																												X	X	X	X	X								
Act responsibly by completing assignments by due dates.																																			X					X
Act responsibly by checking solutions to																																			X					X

Appendix A

WORKPLACE COMPETENCIES: Effective workers can productively use:

Resources: Identifies, organizes, plans, and allocates resources

- A. Time--Selects goal-relevant activities, ranks them, allocates time, and prepares and follows schedules.
- B. Money--Uses or prepares budgets, makes forecasts, keeps records, and makes adjustments to meet objectives
- C. Material and Facilities--Acquires, stores, allocates, and uses materials or space efficiently
- D. Human Resources-- Assesses skills and distributes work accordingly, evaluates performance and provides feedback

Interpersonal: Works with others

- A. Participates as Member of a Team--contributes to group effort
- B. Teaches Others New Skills
- C. Serves Clients/Customers-- Works to satisfy customers' expectations
- D. Exercises Leadership--communicates ideas to justify position, persuades and convinces others, responsibly challenges existing procedures and policies
- E. Negotiates-Works toward agreements involving exchange of resources, resolves divergent interests
- F. Works with Diversity--works well with men and women from diverse backgrounds

Information: Acquires and uses information

- A. Acquires and Evaluates Information
- B. Organizes and Maintains Information
- C. Interprets and Communicates Information
- D. Uses Computers to Process Information

Systems: Understands complex inter-relationships

- A. Understands Systems-- knows how social, organizational, and technological systems work and operates effectively with them
- B. Monitors and Corrects Performance--distinguishes trends, predicts impacts on system operations, diagnoses deviations in systems performance and corrects malfunctions
- C. Improves or Designs Systems--suggests modifications to existing system and develops new or alternative systems to improve.

Technology: Works with a variety of technologies

- A. Selects Technology—chooses procedures, tools or equipment including computers and related technologies
- B. Applies Technology to Task—understands overall intent and proper procedures for setup and operation of equipment
- C. Maintains and Troubleshoots Equipment—prevents, identifies, or solves problems with equipment, including computers and other technologies

FOUNDATION SKILLS (BASIC SKILLS COMPETENCIES): Competent workers in the high-performance workplace need:

Basic Skills: Reads, writes, performs arithmetic and mathematical operations, listens and speaks

- A. Reading—locates, understands, and interprets written information in prose and in documents such as manuals, graphs, and schedules
- B. Writing—communicates thoughts, ideas, information, and messages in writing; and creates documents such as letters, directions, manuals, reports, graphs, and flow charts
- C. Arithmetic/Mathematics—performs basic computations and approaches practical problems by choosing appropriately from a variety of mathematical techniques
- D. Listening—receives, attends to, interprets, and responds to verbal messages and other cues
- E. Speaking—organizes ideas and communicates orally

Thinking Skills: Thinks creatively, makes decisions, solves problems, visualizes, knows how to learn, and reasons

- A. Creating Thinking—generates new ideas
- B. Decision Making—specifies goals and constraints, generates alternatives, considers risks, and evaluates and choose best alternative
- C. Problem Solving—recognizes problems and devises and implements plan of action
- D. Seeing Things in the Mind’s Eye—organizes, and processes symbols, pictures, graphs, objects, and other information
- E. Knowing How to Learn—uses efficient learning techniques to acquire and apply new knowledge and skills
- F. Reasoning—discovers a rule or principle underlying the relationship between two or more objects and applies it when solving a problem

Personal Qualities: Displays responsibility, self-esteem, sociability, self-management, and integrity and honesty

- A. Responsibility—exerts a high level of effort and perseveres toward goal attainment
- B. Self-Esteem—believes in own self-worth and maintains a positive view of self

- C. Sociability—demonstrates understanding, friendliness, adaptability, empathy, and politeness in group settings
- D. Self-Management—assesses self accurately, sets personal goals, monitors progress, and exhibits self-control
- E. Integrity/Honesty—chooses ethical courses of action