

McLennan
C O M M U N I T Y
C O L L E G E

WACO, TEXAS

COURSE SYLLABUS

AND

INSTRUCTOR PLAN

INTEGRATED SOFTWARE APPLICATIONS 1

ITSC 1309 87

CRYSTAL JOHNSON

NOTE: This is a 16-week course.

NOTE: This is an online course.

COVID 19 Notice:

McLennan Community College is committed to providing you with every resource you need to reach your academic goals including your safety. We will continue to monitor the evolving situation with COVID 19 and adjust our safety guidelines to make sure we offer a safe environment for you and our faculty. Please make sure to consult your faculty and the MCC website at <https://www.mclennan.edu/crisis-management/coronavirus-updates/index.html> on any changes to these guidelines.

AN EQUAL OPPORTUNITY INSTITUTION

SPRING 2023

INTEGRATED SOFTWARE APPLICATIONS 1

ITSC 1309 87- SPRING 2023

Course Description:

Introduces business productivity software suites using word processing, spreadsheets, databases, and/or presentation software. Introduces the concepts, procedures and importance of electronic spreadsheets, databases, and presentation software. Students will identify program specific terminology and concepts. Students will create formulas and functions using formatting features and generate charts, graphs, and reports using an electronic spreadsheet. Students will design, and generate tables, forms and reports, and devise and process queries using an electronic database. Students will create, modify text and graphic objects using presentation software. Semester Hours 3 (2 lec/2lab)

Prerequisites and/or Corequisites:

None

Course Notes and Instructor Recommendations:

As your instructor, I am extremely interested in your success in the course. If you feel you need additional information, individual help, or just a little encouragement, please come by my office to schedule an appointment. My office hours are posted on my office door and in Brightspace. I may require students to speak with me by telephone or in person at my discretion. Furthermore, in the course of this class, I may need to verify a student's identity using information available from academic records.

Please note that due to schedule conflicts with training and meetings, office hours are subject to change. Changes will be posted as course announcements. Office hours will be conducted both face-to-face and via Zoom, so you may attend in person or via Zoom.

You should plan to spend time studying and doing assignments to pass this course. Students who spend quality time studying are more likely to make a high grade than those who don't study or who don't have quality study habits. As this is a skills-based course, there is a substantial amount of learning and hands-on work that is performed in this class. This results in a heavy workload for completing this course.

Deadlines are important. Deadlines are just that "deadlines." Therefore, you need to make sure that you read the tentative schedule to know when deadlines are scheduled. You need to organize your time to meet these deadlines.

Communication with Instructor – You will use your student email account. E-mail messages from outside e-mail accounts will not be answered. Email or phone messages received during the weekend will be handled the first day of classes the following week. Though I strive to return messages within a few hours, please allow up to a 24 hour turn around for messages during the workweek.

When emailing the instructor, you must include the course title in the subject line. Written communication should be in a professional format and should include a greeting and closing. Students should include their name in their e-mail closing. An example of a professionally formatted e-mail is found within the course orientation.

Please do not use the instant messaging feature in Brightspace. I do not always receive the messages or receive them many days later.

Hardware/Software Requirements:

- To complete this course, you MUST have access to the Internet and MS Office.
- If you do not have access to the Internet and/or MS Office, you may use the Office Technology Careers Lab that is located in the Business and Technology Building, 1st floor. Students may also use the MCC Library.
- MCC students have access to download MS Office for free through Microsoft Education at <https://www.microsoft.com/en-us/education/products/office> by registering with their MCC student e-mail. If you need assistance with this, please call the IT helpdesk at 254-299-8077.

Technology can sometimes fail. It is your responsibility to report any technical issues; however, last minute technical issues may not allow for due date extensions. It is important to not wait until the last minute to complete assignments as technology can sometimes fail. In the event of a technology failure, contact the instructor immediately. If it is an issue with Cengage e-mail the instructor and then contact Cengage directly. I cannot fix Cengage issues, but I do like to be made aware of the issues. To contact Cengage directly, call 1-800-354-9706. If a computer or MS Office software arises, you will need to contact the MCC I.T. Helpdesk by calling (254) 299-8077.

In most cases, assignments will be graded within a week of the due date. Students have one week from grade posting to contest an assignment grade. After that week, the grade stands.

Instructor Information:

Instructor Name: Crystal Johnson

MCC Email: cajohnson@mclennan.edu

Office Phone Number: 254-299-8263

Office Location: BT 228

Office/Teacher Conference Hours: As listed in Brightspace

Required Text & Materials:

Title: Cengage Unlimited (Choice of 4 month, 1 year, or 2 year term)

Publisher: Cengage Unlimited

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ISBN: 9780357700006, or 9780357700013, or 9780357700020

Instructions for how to access the specific course textbook will be provided in Week 1 of the course material in Brightspace.

MCC Bookstore Website: <http://www.mclennan.edu/bookstore/>

Methods of Teaching and Learning:

Lecture/Discussion

Independent Practice

Class Discussion

Lab Exercises

Tests/Quizzes

Course Objectives and/or Competencies:

Departmental Student Learning Outcome- Produce documents by integrating software packages (PowerPoint, Excel, Access) using both beginning and advanced features.

- Use word processing, spreadsheet, database, and/or presentation software
- Integrate applications to produce documents
- Use Excel software to input, maintain, and manipulate data
- Use Excel software to create visual representation of data
- Use PowerPoint software to create presentations using graphical data tools in Excel
- Use Access software to create and maintain databases
- Use Access software to import and export data from other software packages
- Think critically to formulate the best design of spreadsheets, databases, and presentations
- Utilize electronic file management skills to manage coursework

Specific unit objectives are listed in Brightspace and at the beginning of each Module.

Course Outline or Schedule:

Intro to Word Processing Schedule

All assignments are due at 11:59 p.m. unless otherwise noted. Any changes to the schedule will be posted in Brightspace. Review each week's task list in Brightspace for the full list of weekly activities.

Week	Unit	Due Date
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Week 1 January 9	Course Orientation (Brightspace) Excel Module 1	January 15
Week 2 January 16	Excel Module 2 Excel Module 3	January 22
Week 3 January 23	Excel Module 4	January 29
Week 4 January 30	Excel Module 5 Excel Module 6	February 5
Week 5 February 6	Excel Module 7	February 12
Week 6 February 13	Excel Module 8	February 19
Week 7 February 20	Excel Module 9	February 26
Week 8 February 27	Excel Review PowerPoint	March 12
Week 9 March 13	Excel Exam Access Module 1	March 19
Week 10 March 20	Access Module 2	March 26
Week 11 March 27	Access Module 3 Access Module 4	April 2
Week 12 April 3	Access Module 5	April 9
Week 13 April 10	Access Module 6	April 16

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Week 14 April 17	Access Module 7	April 23
Week 15 April 24	Final Exam Review Final Exam (Due May 2)	April 30
Week 16 May 1	Final Exam	May 2

Course Grading Information:

SAM Trainings..... 10%

SAM Exams..... 20%

Projects..... 30%

Quizzes..... 20%

Exams..... 20%

Grades will be based on percentage: A= 90-100; B= 80-89; C= 70-79; D= 60-69; F = Below 60

SAM Trainings (10%)- These assignments are where you observe, follow, and complete specific tasks inside Word. These are accessed in MindTap/SAM.

SAM Exams (20%)- These assignments are where you will be tested on the specific skills learned within the SAM Trainings. These are accessed in MindTap/SAM.

Projects (30%)- These projects consist of module and capstone projects (several modules). These projects are completed in Excel/Access; however, the initial instructions and files are accessed in MindTap/SAM. The PowerPoint project is a stand-alone project in Brightspace.

Quizzes (20%)- These quizzes contain varying types of questions and are administered in Brightspace. The quizzes have unlimited attempts. You are encouraged to complete these until you make a 100. They are excellent preparation for the final exam.

Exams (20%)- There are two hands-on exams that must be taken in the OTC lab during normal operating hours. These must be scheduled ahead of time. Instructions will be provided in Brightspace. Detailed reviews will be provided. If you are unable to come to campus for an instructor-approved reason (illness, distance, or other), please contact me immediately to make alternate arrangements.

Any discrepancy in grades must be made in writing via e-mail to your instructor no later than one week after the grade is posted in Brightspace.

Completing Assignments-

- Students are expected to complete assignments in their entirety. Skipping portions will result in lost points in proportion to the questions skipped.
- Most assignments can be completed even if you are unsure how to do part of it. Try your best and do as much as you can. Stopping when you are stuck can result in a lower grade.

Most assignments will be graded within a week of the due date; however, longer assignments may take more time to be graded.

Late Work, Attendance, and Make Up Work Policies:

- You, **whether present or absent**, are responsible for all material presented or assigned for the course and will be held accountable for such materials in the determination of course grades.
- No late work will be accepted; however, a makeup period will be offered towards the end of the course for a discounted grade. Exceptions to this are granted on a rare basis. You will need to communicate with me should a situation such as extreme illness arise.
- You, whether absent or present, are responsible for course deadlines. You should communicate with me if an emergency or situation arises preventing completion of work. I cannot work with you if you do not communicate.
- **Drops/grades based on attendance-** You are responsible for contacting the instructor to be dropped from this course. If you exceed the allowed absences within the first eight weeks (over 4 absences), you will be dropped. If you exceed the allowed absences after week 8, you will receive a grade of F unless you contact me and request to be dropped prior to the drop deadline. If you are experiencing an emergency, you should contact me immediately to make alternate arrangements.
- For the purpose of this online course, attendance will be based on your completion of work for the week. If you complete at least 50 percent of weekly activities during the week, you will be counted as present. If you do not complete at least 50% of the weekly activities, you will be counted as absent. Makeup work does not count towards attendance and will not prevent you from being dropped.

Student Behavioral Expectations or Conduct Policy:

Students are expected to conduct themselves in a professional manner for the duration of the course. This manner includes appropriate language, respectfulness, proper grammar, meeting deadlines, and responding to correspondence from the instructor. Students who display disrespectful or disruptive behavior will be dropped from the course and referred to Student Conduct.

Students are expected to maintain class decorum that includes respect for other students and the instructor, and an attitude that seeks to take full advantage of the education opportunity, even in the online environment. Students are expected to communicate respectfully and professionally.

MCC is a drug-free campus, and it is a violation of the “General Conduct Policy” to possess, attempt to possess, use, transmit or distribute (sell) drugs or alcohol on the campus (taken from *MCC Student Highlander Guide*). If a student comes to class or meetings using drugs or alcohol, or if they are under the influence of drugs or alcohol, that student will be asked to leave class, forfeiting any opportunity to complete or make up assignments, tests, or activities done during class and receive a zero. The student may be asked to meet with student conduct for disciplinary measures. Disciplinary incidents could result in being dropped from the course or receiving a grade of F for the course.

Plagiarism and cheating will not be tolerated.

Plagiarism is:

- Using someone else’s work and claiming it as your own
- Copying information (1) without quotes and/or not (2) giving credit to the source
- Paraphrasing information without giving credit to the source
- Expressing the ideas of others as your own
- Fraud

Cheating is:

- Sharing information (giving or receiving) of any format
- Using unauthorized material during a test or assignment
- Working as a pair or group to complete an assignment that is not designated as group work
- Plagiarism
- Having someone else complete your assignments

Plagiarism and cheating will be dealt as follows:

- 1) For the first offense, the student will be made aware of the issue and will receive a zero (0) for the assignment.
- 2) For the second offense, the student will be reported to the Student Discipline Committee and be subject to the discipline recommended by the committee.
- 3) For the third offense, the student will be given an F in the class.

[Click Here for the MCC Attendance/Absences Policy](https://www.mclennan.edu/highlander-guide/policies.html)

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Click on the link above for the college policies on attendance and absences. Your instructor may have additional guidelines specific to this course.

Updated 11/04/2022

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ACADEMIC RESOURCES/POLICIES

Accommodations/ADA Statement:

Any student who is a qualified individual with a disability may request reasonable accommodations to assist with providing equal access to educational opportunities. Students should contact the Accommodations Coordinator as soon as possible to provide documentation and make necessary arrangements. Once that process is completed, appropriate verification will be provided to the student and instructor. Please note that instructors are not required to provide classroom accommodations to students until appropriate verification has been provided by the Accommodations Coordinator. For additional information, please visit www.mclennan.edu/disability.

Students with questions or who require assistance with disabilities involving physical, classroom, or testing accommodations should contact:

disabilities@mclennan.edu 254-299-
8122
Room 319, Student Services Center

Title IX:

We care about your safety, and value an environment where students and instructors can successfully teach and learn together. If you or someone you know experiences unwelcomed behavior, we are here to help. Individuals who would like to report an incident of sexual misconduct are encouraged to immediately contact the acting Title IX Coordinator at titleix@mclennan.edu or by calling, Dr. Claudette Jackson, (Diversity, Equity & Inclusion/Title IX) at (254) 299-8465. MCC employees are mandatory reporters and must report incidents immediately to the Title IX Coordinator. Individuals may also contact the MCC Police Department at (254) 299-8911 or the MCC Student Counseling Center at (254) 299-8210. The MCC Student Counseling Center is a confidential resource for students. Any student or employee may report sexual harassment anonymously by visiting <http://www.lighthouse-services.com/mclennan/>.

Go to McLennan's Title IX webpage at www.mclennan.edu/titleix/. It contains more information about definitions, reporting, confidentiality, resources, and what to do if you or someone you know is a victim of sexual misconduct, gender-based violence or the

crimes of rape, acquaintance rape, sexual assault, sexual harassment, stalking, dating violence, or domestic violence.

Student Support/Resources:

MCC provides a variety of services to support student success in the classroom and in your academic pursuits to include counseling, tutors, technology help desk, advising, financial aid, etc. A listing of these and the many other services available to our students is available at <http://www.mclennan.edu/campus-resource-guide/>

Academic Support and Tutoring is here to help students with all their course-related needs. Specializing in one-on-one tutoring, developing study skills, and effectively writing essays. Academic Support and Tutoring can be found in the Library and main floor of the Learning Commons. This service is available to students in person or through Zoom from 7:30 am - 6:00 pm Monday through Thursday and 7:30 am - 5:00 pm on Friday. You can contact the Academic Support and Tutoring team via Zoom (<https://mclennan.zoom.us/j/2542998500>) or email (ast@mclennan.edu) during the above mentioned times.

College personnel recognize that food, housing, and transportation are essential for student success. If you are having trouble securing these resources or want to explore strategies for balancing life and school, we encourage you to contact either MCC CREW – Campus Resources Education Web by calling (254) 299-8561 or by emailing crew@mclennan.edu or a Success Coach by calling (254) 299-8226 or emailing SuccessCoach@mclennan.edu. Both are located in the Completion Center located on the second floor of the Student Services Center (SSC) which is open Monday-Friday from 8 a.m.-5 p.m.

Paulanne's Pantry (MCC's food pantry) provides free food by appointment to students, faculty and staff. To schedule an appointment, go to https://mclennan.co1.qualtrics.com/jfe/form/SV_07byXd7eB8iTqJg. Both the Completion Center and Paulanne's Pantry are located on the second floor of the Student Services Center (SSC).

MCC Foundation Emergency Grant Fund:

Unanticipated expenses, such as car repairs, medical bills, housing, or job loss can affect us all. Should an unexpected expense arise, the MCC Foundation has an emergency grant fund that may be able to assist you. Please go to <https://www.mclennan.edu/foundation/scholarships-and-resources/emergencygrant.html> to find out more about the emergency grant. The application can be found at https://www.mclennan.edu/foundation/docs/Emergency_Grant_Application.pdf.

MCC Academic Integrity Statement:

Go to www.mclennan.edu/academic-integrity for information about academic integrity, dishonesty, and cheating.

Minimum System Requirements to Utilize MCC's D2L|Brightspace:

Go to <https://www.mclennan.edu/center-for-teaching-and-learning/Faculty-andStaffCommons/requirements.html> for information on the minimum system requirements needed to reliably access your courses in MCC's D2L|Brightspace learning management system.

Minimum Technical Skills:

Students should have basic computer skills, knowledge of word processing software, and a basic understanding of how to use search engines and common web browsers.

Backup Plan for Technology:

In the event MCC's technology systems are down, you will be notified via your MCC student email address. Please note that all assignments and activities will be due on the date specified in the Instructor Plan, unless otherwise noted by the instructor.

Email Policy:

McLennan Community College would like to remind you of the policy (<http://www.mclennan.edu/employees/policy-manual/docs/E-XXXI-B.pdf>) regarding college email. All students, faculty, and staff are encouraged to use their McLennan email addresses when conducting college business.

A student's McLennan email address is the preferred email address that college employees should use for official college information or business. Students are expected to read and, if needed, respond in a timely manner to college emails. For more information about your student email account, go to www.mclennan.edu/studentemail.

Instructional Uses of Email:

Faculty members can determine classroom use of email or electronic communications. Faculty should expect and encourage students to check the college email on a regular basis. Faculty should inform students in the course syllabus if another communication method is to be used and of any special or unusual expectations for electronic communications.

If a faculty member prefers not to communicate by email with their students, it should be reflected in the course syllabus and information should be provided for the preferred form of communication.

Email on Mobile Devices:

The College recommends that you set up your mobile device to receive McLennan emails. If you need assistance with set-up, you may email Helpdesk@mclennan.edu for help.

You can find help on the McLennan website about connecting your McLennan email account to your mobile device:

- [Email Setup for iPhones and iPads](#)
- [Email Setup for Androids](#)

Forwarding Emails:

You may forward emails that come to your McLennan address to alternate email addresses; however, the College will not be held responsible for emails forwarded to an alternate address that may be lost or placed in junk or spam filters.

For more helpful information about technology at MCC, go to [MCC's Tech Support Cheat Sheet](#) or email helpdesk@mclennan.edu.

Disclaimer:

The resources and policies listed above are merely for informational purposes and are subject to change without notice or obligation. The College reserves the right to change policies and other requirements in compliance with State and Federal laws. The provisions of this document do not constitute a contract.