Course Syllabus

NOTE: This syllabus is subject to change during the semester . Please check this syllabus on a regular basis for any updates.

Department : OFST

Course Title : Integrated Software Applications II

Section Name : ITSC 2421

Start Date : 1/17/2012

End Date : 5/10/2012

Modality : WB

Credits : 4

Instructor Information

Name : Nancy Stewart

OC Email : nstewart@odessa.edu

OC Phone # : 432-335-6486

Office Hours

M 11:30-1:30

T 9-12

W 9-10, 11:30-12:30

Th 9-12

F By Appointment Only

Monitored and open labs available daily. Help from the instructor is available at your request. Appointments can be set up or you may contact instructor during office hours. Tutoring is available through the LRC.

Course Description

Continued study of computer applications from business productivity software suites. Instruction in embedding data and linking and combining documents using word processing, spreadsheets, databases, and/or presentation media software.

Prerequisites/Corequisites

POFI 2401

Scans

(Scans 2,3,4,5,6,7,8,9,10)

Course Objectives

Create documents following directions in manuals. (4)

Demonstrate use of correct language art skills, grammar, and punctuation. (2)

*Format/Transcribe documents. (6)

*Proofread documents. (2)

Verify calculations made by others. (3)

Use and store reference, other materials. (4),9)

Create elementary desktop publishing documents. (9)

Open menu and choose commands. (6)

Change font, print size and style used. (6)

Change characters from upper case to lower case and vice versa. (6)

Insert special symbols into document. (6)

Format paragraphs, align and indent paragraphs, adjust spacing between lines and paragraphs, control page breaks, set custom tabs, use ribbon and ruler. (6)

*Create and edit tables. (6)

Demonstrate dictionary features. (6)

Run spell/grammar check. (9)

Demonstrate Search and Replace. (8,9)

Manage files, add summary, retrieve from different drives and directories, file find. (6)

*Create, edit and execute macros. (6)

Change shortcut key to macro. (7)

Complete application tasks within time limits with 100 percent accuracy. (8)

Develop self-esteem through acquisition and application of skills. (10)

Demonstrate responsibility through meeting work schedule. (10)

Demonstrate team participation skills when working on group project. (5)

*INDICATES INTEGRATED, CORE CURRICULUM SKILLS

(Math, Reading, Communication, Technological Literacy and/or Critical Thinking)

Required Readings/Materials

Required readings/materials:

COURSE REQUIREMENTS (lectures, assignments and assessments)

ALL ASSIGNMENTS ARE LOCATED ON SAM2010 AT http://sam2010.course.com
Your key # is T2024651

DATE	ASSIGNMENTS	DESCRIPTION
1/17-2/3	Word Chapter 1 Chapter 2	Creating and Editing a Word Doc Creating a Research Paper
2/3-2/10	Word Chapter 3	Creating a Cover Letter & Resume Creating a Web Page
2/10	Word Test	Word Chapter Exams 1,2,3
2/10-2/24	Excel Chapter 1 Excel Chapter 2	Creating a Worksheet and an Embedded Chart Formulas, Functions, Formatting
2/24-3/2	Excel Chapter 3	Charting and Large Worksheets Creating Web Pages
3/2	Excel Test	Excel Chapters Exams 1,2,3
3/2-3/9	Access Chapter 1	Creating and Using a Database
3/9-3/23	Access Chapter 2	Querying a Database
3/23-3/30	Access Chapter 3	Maintaining a Database
3/30	Access Test	Access Chapter Exams 1,2,3
3/30-4/6	PowerPoint Chapter 1	Creating and Editing

4/6-4/13	PowerPoint Chapter 2	Creating a Presentation with Illustrations and Shapes
4/13-4/20	PowerPoint Chapter 3	Reusing a Presentation and Adding Media
4/20	PowerPoint Test	PowerPoint Exams 1,2,3
4/20-5/4	Final Exam	Integrated Presentation

Grading Policy

Homework 40%

Exams 30%

Final 30%

DEPARTMENTAL POLICY:

NO LATE WORK ACCEPTED OR MAKE-UP TESTS GIVEN.

Special Needs

Odessa College complies with Section 504 of the Vocational Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. If you have any special needs or issues pertaining to your access to and participation in this or any other class at Odessa College, please feel free to contact me to discuss your concerns. You may also call the Office of Disability services at 432-335-6861 to request assistance and accommodations.

Learning Resource Center (Library)

The Library, known as the Learning Resources Center, provides research assistance via the LRC's catalog (print books, videos, e-books) and databases (journal and magazine articles). Research guides covering specific subject areas, tutorials, and the "Ask a Librarian " service provide additional help.

Student E-mail

Please access your Odessa College Student E-mail, by following the link to either set up or update your account: http://www.odessa.edu/gmail/. **All correspondence will be submitted using your Odessa College email.**

Student Portal

Please access your Odessa College Student E-mail, by following the link to either set up or update your account: http://www.odessa.edu/gmail/. **All correspondence will be submitted using your Odessa College email.**

Technical Support

For Blackboard username and password help and for help accessing your online course availability abd student email account contact the Student Success Center at 432-335-6878 or online at https://www.odessa.edu/dept/ssc/helpdesk_form.htm.

Important School Policies

For information regarding student support services, academic dishonesty, disciplinary actions, special accommodations, or student's and instructors' right to academic freedom can be found in the Odessa College Student Handbook.