



Texas State
Technical College
Marshall

COURSE SYLLABUS

INTEGRATED SOFTWARE APPLICATIONS I

ITSC - 1309

Number

2-4-3

Lecture - Lab - Credit

READ 0100 and DMTH 0100 or Better Competency Levels

Prerequisites

KEYBOARDING PROFICIENCY

Suggested Prerequisite

Trae Elmore

Department Chair

May 2008

Date

This syllabus has been reviewed and is current on the date indicated.

Reviewed By

Date

Michael W. Phillips

May 21, 2008

Prepared By

Department Chair/Designee

I. 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

I. STUDENT LEARNING OUTCOMES: At the completion of this course, the student will be able to:

- A. Utilize word processing software to create and edit a basic document with graphics and text.
- B. Utilize word processing software to create a research paper in the proper format.
- C. Utilize word processing software to create a resume and cover letter.
- D. Use spreadsheet software to create a basic spreadsheet with text, function formulas, and an embedded chart.
- E. Use spreadsheet software to create a more advanced spreadsheet with text, formulas, and cell formatting.
- F. Use spreadsheet software to create a larger spreadsheet utilizing what-if analysis, goal seeking, absolute cell referencing, and chart editing.
- G. Use presentation software to create a basic presentation with text and graphics.
- H. Use presentation software to create a presentation animations and transitions.
- I. Use presentation software to present a slide show.

II. COURSE OBJECTIVES and LEARNING OUTCOMES: The student will be able to satisfactorily perform the following objectives:

- A. Without references, identify the major elements of a computer system with 70% accuracy.
- B. Without references, explain the function of the major elements of a computer system with 70% accuracy.
- C. Given a computer equipped with Windows XP Operating System, Microsoft Office 2007 and a Web browser, without additional resources, demonstrate ability to perform the following fundamental functions in Windows with 70% overall accuracy (7 out of 10 objectives passed):
 - C.1. Display the Start menu
 - C.2. Open an application using the Start menu
 - C.3. Open a window from a desktop icon
 - C.4. Maximize a window
 - C.5. Minimize a window
 - C.6. Restore a window
 - C.7. Move a window by dragging
 - C.8. Resize a window by dragging

- C.9. Scroll a window
- C.10. Close a window
- D. Given a computer equipped with Windows XP Operating System, Microsoft Office 2007 and a Web browser, without additional resources, demonstrate ability to perform the following fundamental functions in Windows Explorer with 70% overall accuracy (11 out of 16 objectives passed):
 - D.1. Launch Windows Explorer
 - D.2. Expand a folder
 - D.3. Expand a drive
 - D.4. Display files, folders and subfolders
 - D.5. Collapse folders
 - D.6. Collapse drives
 - D.7. Copy a file or folder to another drive
 - D.8. Copy a file or folder to another folder within the same drive
 - D.9. Copy multiple files to another drive in one operation
 - D.10. Create a new folder within a drive
 - D.11. Create a new subfolder within an existing folder
 - D.12. Rename a folder
 - D.13. Delete a file
 - D.14. Invoke Help feature
 - D.15. Locate a topic in Help
 - D.16. Quit Windows Explorer
- E. Given a computer equipped with Windows XP Operating System, Microsoft Office 2007, a Web browser, and a printed image of a MS Word 2007 window, without additional resources, demonstrate ability to describe the major elements of a Microsoft Word 2007 window with 70% overall accuracy.
- F. Given a computer equipped with Windows XP Operating System, Microsoft Office 2007 and a Web browser, without additional resources, demonstrate ability to perform the following fundamental functions in Microsoft Word 2007 with 70% overall accuracy (39 out of 56 objectives passed):
 - F.1. Start MS Word 2007
 - F.2. Enter text in a document
 - F.3. Check spelling while entering text
 - F.4. Save a document
 - F.5. Format text while entering text

- F.6. Format paragraphs
- F.7. Utilize undo and redo to correct mistakes
- F.8. Insert clip-art into a document
- F.9. Resize clip-art
- F.10. Change alignment of a graphic object
- F.11. Print a document
- F.12. Close a document
- F.13. Quit Word
- F.14. Open an existing document
- F.15. Correct errors in a document
- F.16. Utilize Word's Help feature to answer questions
- F.17. Change margin settings in a document
- F.18. Change line spacing for a paragraph
- F.19. Create a header that will automatically number pages
- F.20. Select text
- F.21. Apply character formatting to existing text
- F.22. Modify paragraph indentation
- F.23. Create a footnote for text in a document
- F.24. Count the words in a document
- F.25. Insert a manual page break
- F.26. Describe an automatic page break
- F.27. Move text
- F.28. Copy text
- F.29. Delete text
- F.30. Utilize the Find and Replace command
- F.31. Create a hyperlink to a specified URL
- F.32. Sort selected paragraphs
- F.33. Navigate to an existing hyperlink
- F.34. Utilize student e-mail to attach and send a copy of an existing document
- F.35. Utilize the Research task pane to locate information
- F.36. Create a resume template using Word's Resume Wizard
- F.37. Add text to a template

- F.38. Set and use tab stops
 - F.39. Collect and paste using the Clipboard task pane
 - F.40. Add border segments to a paragraph
 - F.41. Remove formatting from text
 - F.42. Insert the system date into a document
 - F.43. Create and insert an AutoText entry
 - F.44. Create a uniform Word table
 - F.45. Enter text into a Word Table
 - F.46. Format a Word Table
 - F.47. Create an envelope
 - F.48. Utilize smart tags
 - F.49. Modify file properties
 - F.50. Utilize “Save As” to change a file name, location, or type
 - F.51. Save a Word document as a Web page
 - F.52. Format a Web page
 - F.53. Preview a Web page
 - F.54. Create a frames page
 - F.55. Modify a frames page
 - F.56. Modify a hyperlink
- G. Given a computer equipped with Windows XP Operating System, Microsoft Office 2007, a Web browser, and a printed image of a MS Excel 2007 window, without additional resources, demonstrate ability to describe the major elements of a Microsoft Excel 2007 window with 70% overall accuracy.
- H. Given a computer equipped with Windows XP Operating System, Microsoft Office 2007 and a Web browser, without additional resources, demonstrate ability to perform the following fundamental functions in Microsoft Excel 2007 with 70% overall accuracy (42 out of 60 objectives passed):
- H.1. Start MS Excel 2007
 - H.2. Enter text and numbers in a worksheet
 - H.3. Use the AutoSum tool to sum a range of numbers
 - H.4. Copy the contents of a cell to an adjacent range using the fill handle
 - H.5. Format a worksheet
 - H.6. Create an embedded chart
 - H.7. Save a workbook

- H.8. Save a workbook to a new location
- H.9. Print a worksheet
- H.10. Utilize the AutoCalculate area to determine statistics about a range of numerical data
- H.11. Correct errors on a worksheet
- H.12. Utilize Excel Help to answer questions
- H.13. Enter formulas using the keyboard
- H.14. Enter formulas using the Point mode
- H.15. Demonstrate use of smart tags and their options
- H.16. Utilize the AVERAGE, MAX, and MIN functions to create formulas to determine statistics about a range of numerical data
- H.17. Verify a formula using Range Finder
- H.18. Format a worksheet using commands
- H.19. Format a worksheet using toolbar buttons
- H.20. Apply conditional formatting for a range of cells
- H.21. Change the width of a column.
- H.22. Change the height of a row.
- H.23. Check the spelling of a worksheet.
- H.24. Preview a worksheet to determine how it will look when printed
- H.25. Print a complete worksheet
- H.26. Print a selected portion of a worksheet
- H.27. Display the formulas version of a worksheet
- H.28. Print the formulas version of a worksheet
- H.29. Utilize a Web query to get real-time data from a Web site
- H.30. Rename sheets in a workbook
- H.31. E-mail an active worksheet utilizing the student e-mail system
- H.32. Rotate the alignment of text in a cell
- H.33. Utilize the fill handle to create a text series in a range of cells
- H.34. Employ the Format Painter to copy formats from a cell to another cell or range
- H.35. Copy the contents of a cell or range to another location using drag and drop
- H.36. Copy the contents of a cell or range to another location using copy and paste
- H.37. Delete the contents of a cell
- H.38. Insert a column between existing columns

- H.39. Insert a row between existing rows
- H.40. Insert a cell or range of cells
- H.41. Format numbers while entering data using format symbols
- H.42. Freeze titles
- H.43. Unfreeze titles
- H.44. Assign the system date to a cell
- H.45. Format the system date in a cell
- H.46. Apply absolute formatting to cell references in a formula
- H.47. Utilize the IF function to perform a logical test
- H.48. Display additional toolbars
- H.49. Dock a floating toolbar
- H.50. Create a 3-D Pie chart on a separate sheet
- H.51. Modify formatting of a 3-D pie chart
- H.52. Rearrange the order of worksheet tabs
- H.53. Apply colors to worksheet tabs
- H.54. Utilize goal-seek to analyze “what-if” situations
- H.55. Preview a workbook as a Web page
- H.56. Publish a workbook with a chart as a static (non-interactive) Web page
- H.57. Publish a workbook with a chart as a dynamic (interactive) Web page
- H.58. Display Web pages published in Excel in a browser
- H.59. Manipulate the data in a published Web page using a browser
- H.60. Create a new folder while saving a workbook as a Web page
- I. Given a computer equipped with Windows XP Operating System, Microsoft Office 2007, a Web browser, and a printed image of a MS PowerPoint 2007 window, without additional resources, demonstrate ability to describe the major elements of a Microsoft PowerPoint 2007 window with 70% overall accuracy.
- J. Given a computer equipped with Windows XP Operating System, Microsoft Office 2007 and a Web browser, without additional resources, demonstrate ability to perform the following fundamental functions in Microsoft PowerPoint 2007 with 70% overall accuracy (28 out of 30 objectives passed):
 - J.1. Start MS PowerPoint 2007
 - J.2. Select a design template for the presentation
 - J.3. Create a title slide
 - J.4. Create text slides with single-level bulleted lists

- J.5. Create text slides with multi-level bulleted lists
- J.6. Change the font of selected text
- J.7. Change the font size of selected text
- J.8. Change the font style of selected text
- J.9. Save a presentation
- J.10. End a slide show with a black slide
- J.11. View a presentation in slide show view
- J.12. Close a presentation
- J.13. Quit PowerPoint
- J.14. Open a presentation
- J.15. Display a presentation in black and white
- J.16. Print a presentation in black and white
- J.17. Use the PowerPoint Help system
- J.18. Create a presentation from the Outline tab
- J.19. Customize a presentation from the Outline tab
- J.20. Add a slide in the Outline tab
- J.21. Create a closing slide from the Outline tab
- J.22. Create text slides with multi-level bulleted lists on the Outline tab
- J.23. Review a presentation
- J.24. Insert clip art in a slide
- J.25. Move clip art in a slide
- J.26. Resize clip art in a slide
- J.27. Add a header to outline pages
- J.28. Add a footer to outline pages
- J.29. Animate clip art
- J.30. Add an animation scheme to a slide show
- J.31. Apply a transition effect to a specific slide
- J.32. Run an animated slide show
- J.33. E-mail a presentation utilizing the student e-mail system
- J.34. Print presentation handouts
- J.35. Preview a presentation as a Web page
- J.36. Save a presentation as a Web page

- J.37. Create a new folder using file management tools
- J.38. View a Web page using a browser
- J.39. Edit a Web page content through a browser
- J.40. Publish a presentation as a Web page
- K. Given a computer equipped with Windows XP Operating System, Microsoft Office 2007 and a Web browser, without additional resources, demonstrate ability to perform the following fundamental functions in MS Office 2007 with 70% overall accuracy (28 out of 30 objectives passed):
 - K.1. Copy data from MS Word and paste it into a PowerPoint presentation
 - K.2. Copy a range of data from an Excel worksheet and embed it into a Word document
 - K.3. Copy a range of data from an Excel worksheet and link it into a Word document
 - K.4. Demonstrate the dynamic link between documents by revising an Excel worksheet and observing the change in the linked Word document
 - K.5. Demonstrate the dynamic link between documents by revising a Word document and observing the change in the linked Excel worksheet
 - K.6. Copy a passage of text from a Web page and insert it into an Office 2007 application
 - K.7. Using the print-screen function, copy any screen image and paste it into PowerPoint.

III. COURSE OUTLINE:

A. LECTURE:

- A.1. Major elements of a computer system
- A.2. Windows Operating System Software
- A.3. Windows Explorer
- A.4. Using Microsoft Word
 - A.4.a. Identify components of the Word window
 - A.4.b. Use Word Help
 - A.4.c. Create, Edit, and Save Documents
 - A.4.d. Insert, size and move graphics
 - A.4.e. Control margins, borders, and shading
 - A.4.f. Use character and paragraph formatting
 - A.4.g. Use Wizards to create resume template
 - A.4.h. Create and use hyperlinks
 - A.4.i. Set page breaks, tables, and columns
 - A.4.j. Create headers and footers
 - A.4.k. Use Words productivity tools
 - A.4.l. Use find and replace features
 - A.4.m. Copy, cut and paste text. Collect and paste.
 - A.4.n. Use Print Preview features
 - A.4.o. Identify and use styles
 - A.4.p. Insert line breaks
 - A.4.q. Set and use tab stops
 - A.4.r. Create and use hyperlinks
 - A.4.s. Sort text
 - A.4.t. Create and modify tables
 - A.4.u. Switch between multiple open documents
 - A.4.v. Use a template to create a cover letter
- A.5. Using Microsoft Excel to build spreadsheets
 - A.5.a. Identify components of an Excel workbook
 - A.5.b. Use Excel Help
 - A.5.c. Navigate and select cells

- A.5.d. Enter text and numbers
- A.5.e. Copy ranges of cells
- A.5.f. Perform calculations
- A.5.g. Create embedded charts
- A.5.h. Format cells
- A.5.i. Save and print a worksheet
- A.5.j. Create formulas with keyboard and in point mode
- A.5.k. Use function formulas
- A.5.l. Use the fill handle to copy formulas to adjacent cells
- A.5.m. Change column width and row height
- A.5.n. Create conditional formatting
- A.5.o. Use Print Preview features
- A.5.p. Print a selected range within a worksheet
- A.5.q. Utilize a Web query to download real time data
- A.5.r. Rename, insert, delete, and move worksheets
- A.5.s. Use a variety of alignments in cells
- A.5.t. Use the fill handle to create text and numerical series
- A.5.u. Use edit features to copy from one range to a non-adjacent range
- A.5.v. Create a chart on its own worksheet
- A.5.w. Format a chart
- A.5.x. Use Freeze Panes to work with large worksheets
- A.5.y. Use absolute cell referencing in formulas
- A.5.z. Use grouping to perform simultaneous operations on multiple worksheets
- A.5.aa. Use the “IF” function
- A.5.bb. Use what-if analysis
- A.5.cc. Use goal seeking analysis
- A.6. Use Microsoft PowerPoint
 - A.6.a. Identify the components of a PowerPoint window
 - A.6.b. Use PowerPoint Help
 - A.6.c. Create a presentation
 - A.6.d. Use design templates
 - A.6.e. Use normal view, slide view, and outline view to create slides

- A.6.f. Use slide sorter view to move, copy, delete, and insert slides
- A.6.g. Insert text in bulleted lists
- A.6.h. Insert, size, move, and delete graphics
- A.6.i. Use slide transitions
- A.6.j. Use custom animations to control order and method of object display in presentations
- A.6.k. Check spelling and consistency of a presentation
- A.6.l. Print slides and handouts
- A.6.m. Use notes view to create speaker notes
- A.6.n. Format slide objects
- A.6.o. Run a slide show
- A.6.p. Present a slide show to an audience
- A.7. Use MS Office application software to:
 - A.7.a. Copy and paste data across applications
 - A.7.b. Embed data between applications
 - A.7.c. Link data between applications

B. LABORATORY:

- B.1. Windows Operating System – students will demonstrate mastery of learning objectives above.
- B.2. Word Projects - students will demonstrate mastery of learning objectives above.
- B.3. Excel Projects - students will demonstrate mastery of learning objectives above.
- B.4. Power Point Projects - students will demonstrate mastery of learning objectives above and create a PowerPoint presentation independently and present it to the class.
- B.5. Internet Explorer – Utilize Internet browser and specified e-mail system to e-mail selected assignments to the instructor.

IV. REFERENCE MATERIALS:

Microsoft Office 2007, Introductory Concepts and Techniques by Shelly Cashman Vermaat, ISBN (10) 1-4188-4327-X, ISBN (13) 978-1-4188-4327-4

V. SUPPLIES:

- A. USB mass storage device (jump drive, thumb drive, pen drive) 128 MB capacity minimum
Diskettes are not recommended for this class. They prove to be too unreliable for students to trust their lab work to.
- B. 3 ring binder
- C. Loose leaf paper, 3 hole punched
- D. Pens (blue or black ink)

VI. GRADING POLICY:

| | | |
|--------------|----------------------------|-----|
| 90 - 100 = A | Lab Participation/Homework | 10% |
| 80 - 89 = B | Major Tests | 40% |
| 70 - 79 = C | Quizzes | 20% |
| 60 - 69 = D | Final Exam | 25% |
| 0 - 59 = F | Professionalism | 5% |

Any quiz that is missed because of an absence cannot be made-up. The lowest quiz grade will be dropped.

A major test that is missed because of an absence must be made-up within a week of the original test date. Any make-up test will result in a reduction of one letter grade from the actual grade, i.e. a 10 point deduction. (If you miss a test, make it up within the prescribed limit, and score a 78 on the make-up, your adjusted score for that test will be 68.)

There will be no make-up opportunity for the final exam.

VII. CLASS PARTICIPATION POLICY:

- A. Texas State Technical College challenges students to be learners who assume responsibility for being a part of a community of scholars. Student presence and participation in the classroom is an important component of this challenge.
- B. Furthermore, as part of its mission, TSTC offers an education that prepares students for professional employment. Each student is encouraged to develop a professional work ethic that reflects responsibility, initiative, and teamwork.
- C. Students are expected to attend all classes. Students who are absent from class miss opportunities to contribute to the learning environment of the classroom and are developing patterns that will not be tolerated in the professional workplace.
- D. In light of the above, the student is responsible for all assigned course work and cannot be absolved of this responsibility.
- E. When enrolled in a particular course, the student is obligated to do all of the work assigned. Punctual and regular attendance is vital to the discharge of this obligation and absences, excused or not, do not alter this responsibility.
- F. Students whose absences exceed 15 percent of the scheduled classes and laboratories may receive an "F" for the course.

VIII. SAFETY:

All students in this course will comply with all general safety rules, which apply to the type of activity in progress in each class. Violation of course safety rules can result in grade penalties and/or other appropriate disciplinary action.

IX. SPECIAL NEEDS:

If you have a condition, such as a physical or mental disability, which will make it difficult for you to carry out the work as outlined, or will require extra time on examinations, please notify the Instructor or the Counseling Office in the first two weeks of the course so that appropriate arrangements may be made. If you have a condition, such as a physical or mental disability, which will make it difficult for you to carry out the work as outlined, or will require extra time on examinations, please notify the Office of Disabled Student Services within the first two weeks of the course so that appropriate arrangements may be made.

X. OTHER:

Student Conduct: Students are expected to conduct themselves in a professional manner and to dress in the appropriate attire for the class being presented. Each student is expected to act responsibly and take the consequences for his/her action or inaction as appropriate.

Classroom Etiquette: An atmosphere of respect will be expected of all within the classroom. Any open displays of prejudice, harassment, etc. will not be tolerated. Any student who disrupts the classroom will be asked to leave and will receive a zero on all work due that day and will be counted as absent for the day. A second disruption by that student will be grounds for the student to be administratively dropped from the class and other disciplinary action will be taken as appropriate. There will be no smoking, dipping, chewing tobacco or use of profane language in the classroom. Food and drink are not permitted in the classroom.

Computer Etiquette: Laboratory computer resources are strictly for educational purposes. The Student Handbook details what constitutes inappropriate use of computer resources and provides for disciplinary action. Please refer to Student Standards, Section V, Student Misconduct Subsection A, and specifically item 25 (pages 15 through 18).

Scholastic Dishonesty: The Student Handbook details what constitutes scholastic dishonesty and disciplinary actions for such actions.

XI. INSTRUCTOR INFORMATION:

- A. Instructor Name: Michael W. Phillips
- B. Office Number: Room 305 South Building
- C. Phone Number: 903-923-3371 (Direct)
 - C.1. School: 903-935-1010
 - C.2. Extension: 3371
- D. Instructors e-mail address: mike.phillips@marshall.tstc.edu
- E. Office Hours: Attached & Posted on Office door

XII. SCANS Analysis for the Course: INTEGRATED SOFTWARE APPLICATIONS I

SCANS Matrix

Program: COMPUTER SYSTEMS/NETWORKING TECHNOLOGY

Degree: X Associate X Certificate

List Of All Identified Competencies

Competencies

| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | Course Number | Course Title |
|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|----------------------------------|------------------------------------|
| X | X | X | X | X | X | X | X | ITSC 1309 | INTEGRATED SOFTWARE APPLICATIONS I |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Competency References | |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 8 | Basic Use of Computers | |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 7 | <input type="checkbox"/> | Workplace Competencies | |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 6 | <input type="checkbox"/> | <input type="checkbox"/> | Personal Qualities | |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 5 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Thinking Skills | |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 4 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Speaking and Listening | |
| <input type="checkbox"/> | <input type="checkbox"/> | 3 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Arithmetic or Mathematics | |
| <input type="checkbox"/> | 2 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Writing | |
| 1 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Reading | |

This is to acknowledge that I have received a copy of the syllabus for the course ITSC 1309. I understand that it is my responsibility to read and understand the syllabus and to abide by the guidelines presented therein.

Printed Name

Signature

Date