GRAYSON COLLEGE

Course Syllabus

Course Information

ITSC 1309, Integrated Software Applications

Type of Course/Delivery Mode/Testing Requirements

This is an internet course, meaning the coursework will be all on-line. All assignments and testing will be administered via Canvas or the textbook publisher's tool (SAM). No proctors will be required for testing.

Professor Contact Information

Sandra Metcalf, 903-463-8738, metcalfs@grayson.edu, CIS 105D
Please use Canvas for all correspondence.
Office Hours: Due to the pandemic, I will not have posted office hours this term. I am available virtually and in person by appointment. The best way to contact me is through the Canvas message system or by email.

Course Pre-requisites, Co-requisites, and/or Other Restrictions

Basic keyboarding and computer skills

Course Description (2-3-3)

Introduction to business productivity software suites using word processing spreadsheets, databases, and/or presentation software. This is an introductory course designed to learn how to use microcomputers to conduct professional activities and solve business problems. Emphasis is placed on learning Word, Excel, PowerPoint, and Access; integration of Office 2016/365 using Word, Excel, and PowerPoint will also be covered. The content of this course will also include embedding data as well as linking and combining documents with hands-on training.

Student Learning Outcomes

Use word processing, spreadsheet, database, and/or presentation software; and integrate applications to produce documents.
Create, edit, and format word processing documents
Create, edit, and format data in spreadsheets
Create, format, and enhance presentations using presentation software
Create a database, filter records, create queries, and create reports.
Integrate the word processing, spreadsheet, and presentation software packages

Required Textbooks and Materials

Cengage Learning, *Microsoft Office 2016 Fundamentals, Illustrated Series* by Hunt and Clemens
ISBN-13: 9781305878945 (This textbook requires a Cengage access code.)

Cengage Unlimited

Please read this in order to **spend the least possible amount of money** on course material. This course uses material from Cengage Publishing. You are required to have a textbook and an access code. In the past, each Cengage-based course required a separate code, which can be expensive.

Cengage Unlimited offers access codes that cover all Cengage-based classes for certain time periods.

Cengage Unlimited

Unlimited 4-month access	$119.99	9780357700006
Unlimited 12-month access	$179.99	9780357700013
Unlimited 24-month access	$239.99	9780357700020

Here's how it works. If you purchase a 12-month Unlimited access code, this allows you 12 months of access to any Cengage tool required for a class, along with eBook access. The 12-month plan also extends to Spring and Summer semesters. All courses in the Office & Computer Technology program use Cengage books. **This can save you a lot of money.**

Check out this video from Cengage Unlimited:
https://www.cengage.com/student-training/mindtap/canvas/ia-no

If you prefer a textbook, Cengage Unlimited allows you to rent a copy for only $7.99 + free shipping. Due to processing time, orders ship within 1-2 business days after the order is received (weekends and holidays excluded). Shipping times vary but ground shipping generally arrives in 5-7 business days. UPS delivers Monday-Friday. No Saturday delivery is available. Free standard shipping will be shipped via UPS ground. Express shipping will be shipped via UPS or FedEx 2nd day air.

Instructions for $7.99 + free shipping:
Go to Modules, click on course name, and load the course. This takes you to MindTap.
Locate your name in the upper right corner and click on down arrow.
Click on "My Home." Note: You should see a picture of your textbook.
Click on "Print Options" and here are options to rent or purchase.

NOTE: There is a link to e-Book in Canvas Module.

Suggested Course Materials

Broadband Internet access recommended.

Required Assignments & Academic Calendar

Week	Topics, Readings, Assignments, Deadlines
1	Introductions, Canvas, Register in SAM Go to "Modules" in Canvas to register for SAM. All assignments in Week 1 Canvas Module.
2	Word Module 5 Word Module 6
3	Excel Module 7 Excel Module 8
4	Excel Module 9
5	Access Module 10
6	Access Module 11 Access Module 12
7	PowerPoint Module 13 PowerPoint Module 14
8	Integrating Office 2016 Module 15 Congratulations! It's over!

Methods of Evaluation

The student will be evaluated according to completed assignments and tests using SAM (detailed instructions for using SAM are in Canvas) as well as assignments submitted in Canvas.

Grading

Categories	Percentage
Discussions	10%
SAM Tutorials	20%
SAM Exams	20%
SAM MC Exams	20%
SAM Projects	15%
Miscellaneous Assignments	15%

Assignments and tests are accessed via SAM and textbook in Canvas. Grades are posted in both SAM and Canvas.

Methods of Instruction

This is a web-based course. All instructions, assignments, and tests are online.
Read the textbook as assigned and complete assignments via SAM and Canvas.
Details about SAM are in Canvas.
Contact the Instructor for questions.

Communication is expected through Canvas. You may also contact me to arrange for a one-on-one meeting to discuss any concerns you may have about the class.

Course & Instructor Policies

Make-up Exams and Extra Credit
There are no make-up exams or extra credit.

Late Work Policy
No late work will be accepted. A due date is given for all assignments. You will be expected to turn in assignments on that date. Due dates are your responsibility.

Tests
A student missing a test must get in touch with the instructor immediately and must provide the instructor with documentation explaining the reason for the absence. Failure to contact the instructor immediately may result in a grade of zero for the missed test.

Class Behavior
This is an Internet course. Work to become excellent by setting high standards, paying attention to details, working well, and displaying a high level of concentration even when assigned an unpleasant task. Demonstrate understanding, friendliness, adaptability, empathy, and politeness in new and on-going group settings. Exhibit ethical behavior by doing your own work.

Class Attendance and Participation
This is an Internet course. Class attendance is based on Canvas participation. While attendance is not an actual grade, assignments are due weekly. Therefore, nonattendance reflects lack of submitting work. All successful students, whether on campus or online, are expected to be highly self-motivated. All students are required to participate in courses regularly and are obliged to participate in class activities and complete and submit assignments following their faculty' instructions. Students taking courses during compressed semester timeframes such as mini-mester, summer sessions, and 8-week courses should plan to spend significantly more time per week on the course. Responsibility for work missed because of illness or school business is placed upon the student. Instructors are required to include in their syllabi the attendance policy for the courses(s) they teach. The college considers absences equal to or greater than 15% of the course's requirements to be excessive.

In order for students to be counted as having attended a class before the census date, the following guidelines are to be used: • Physical attendance in class with an opportunity for instructor and student interaction • Submission of an academic assignment • Completion of an exam, interactive tutorial, or computer-assisted instruction • Attendance at a study group assigned by the faculty • Participation in an online discussion in the class • Contact with a faculty member to ask a question

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Student Conduct & Discipline

Students are expected and required to maintain classroom decorum that includes respect for other students and the professor. Students are expected to have prompt and regular attendance, and an attitude that seeks to take full advantage of the educational opportunity. Any behavior that disrupts the learning environment will not be tolerated.

Student conduct in an Internet course is expected to be the same as for a face-to-face class. Each student should always show respect and consideration for other students in the class and for the professor.

Netiquette rules are posted in Canvas Modules Area.

Additional Explanations

Communication: Communication between the professor and students will primarily be through the course site in GC Canvas. Frequent announcements, comments in the course discussions, and responses to Canvas Inbox, will be provided regularly. Students will primarily communicate with one another through the course discussions tool. Students will be required to post discussions regularly in the Discussions area.

Participation: In an online course, regular routine participation is extremely important and requires self-discipline. Online participation is assessed through a variety of methods including timely submission of assignments in Canvas, posting on the Discussion Board, as well as logging in and checking the course site regularly.

Monitoring online activities: Online course activities will be monitored through a variety of methods including active participation by the professor in various course areas as well as utilization of the Course Tracking tool in GC Canvas. The Course Tracking tool provides detailed statistics for each student for various activities in the course.

Standard of appropriate online behavior: All students are expected to be polite and respectful. It is not only common sense, but also absolutely obligatory for a productive and supportive online environment. Do not use offensive language. Adhere to the same standard of behavior online that you follow in real life. Failure to do so could result in being denied access to your online class.

Level of technical competence— Students are expected to have a basic understanding of personal computers, internet browsing, desktop applications such as Microsoft Word, and file management (uploading, downloading, and sending files).

Computer Hardware and Software— Generally, personal computers purchased in the last three years should be adequate to access GC Canvas. Software requirements include Google Chrome or Firefox web browser (Canvas does not work well with Internet Explorer), the latest version of Sun JAVA (www.java.com), the latest updates to your operating system (Microsoft Windows XP or higher or Apple MAC OS X or higher), and the latest updates to your anti-virus and spyware protection. Students needing assistance with accessing instructional technology should contact the GC Help Desk. For more information, visit www.grayson.edu and select the Help Desk link.

Technical breakdowns: Please do not wait until the last minute to submit assignments! Allow enough time before the due date and time to submit your assignments. Should there be a technical problem, first try to resolve the issue with the Canvas Help Desk. Next notify the professor (before the assignment is past due) via Canvas Inbox if possible or external e-mail if Canvas is not functioning. My office number is 903-463-8738. If you are having computer or internet issues remember the campus has several computer labs available. Also free Wi-Fi is readily available in many locations. Be resourceful.

Alternative Procedures for Submitting Work: Please do not wait until the last minute to submit assignments! Allow enough time before the due date and time to submit your assignments. All work is submitted through Canvas. In the event of technical breakdowns, please call my office number (903-463-8738) as soon as possible to make arrangements for submitting your homework.

On-campus meeting requirements: There will be no required on-campus meetings or testing. All assignments will be completed in Canvas.

Academic honesty enforcement: Students who are caught submitting plagiarized material or who have engaged in collusion or cheating on any course assignment or exam will receive a zero on the first assignment and an "F" in the course for any additional acts of academic dishonesty.

Academic Integrity
The faculty expects from its students a high level of responsibility and academic honesty. Because the value of an academic degree depends upon the absolute integrity of the work done by the student for that degree, it is imperative that a student demonstrate a high standard of individual honor in his or her scholastic work.

Scholastic dishonesty includes but is not limited to cheating, plagiarism, collusion, and the submission for credit of any work or materials that are attributable in whole or in part to another person, taking an examination for another person, any act designed to give unfair advantage to a student or the attempt to commit such acts. Plagiarism, especially from the web, from portions of papers for other classes, and from any other source is unacceptable and will be dealt with under the college's policy on plagiarism (see GC Student Handbook for details). Grayson College subscribes to turnitin.com, which allows faculty to search the web and identify plagiarized material.

Plagiarism is a form of scholastic dishonesty involving the theft of or fraudulent representation of someone else's ideas or words as the student's original work. Plagiarism can be intentional/deliberate or unintentional/accidental. Unintentional/Accidental plagiarism may include minor instances where an attempt to acknowledge the source exists but is incorrect or insufficient. Deliberate/Intentional plagiarism violates a student's academic integrity and exists in the following forms:
- Turning in someone else's work as the student's own (such as buying a paper and submitting it, exchanging papers or collaborating on a paper with someone else without permission, or paying someone else to write or translate a paper)
- Recycling in whole or in part previously submitted or published work or concurrently submitting the same written work where the expectation for current original work exists, including agreeing to write or sell one's own work to someone else
- Quoting or copy/pasting phrases of three words or more from someone else without citation, • Paraphrasing ideas without citation or paraphrasing incompletely, with or without correct citation, where the material too closely matches the wording or structure of the original
- Submitting an assignment with a majority of quoted or paraphrased material from other sources
- Copying images or media and inserting them into a presentation or video without citation,
- Using copyrighted soundtracks or video and inserting them into a presentation or video without citation

- Giving incorrect or nonexistent source information or inventing source information
- Performing a copyrighted piece of music in a public setting without permission
- Composing music based heavily on someone else's musical composition.

Plagiarism can result with the grade of "F" on a student's transcript.

Student Responsibility

You have already made the decision to go to college; now the follow-up decisions on whether to commit to doing the work could very well determine whether you end up working at a good paying job in a field you enjoy or working at minimum wage for the rest of your life. Education involves a partnership that requires both students and instructors to do their parts. By entering into this partnership, you have a responsibility to show up for class, do the assignments and reading, be engaged and pay attention in class, follow directions, and put your best effort into it. You will get out of your experience here exactly what you put into it – nothing more and nothing less.

Title IX

GC policy prohibits discrimination on the basis of age, ancestry, color, disability, gender identity, genetic information, national origin, race, religion, retaliation, serious medical condition, sex, sexual orientation, spousal affiliation, and protected veterans' status.

Furthermore, Title IX prohibits sex discrimination to include sexual misconduct: sexual violence (sexual assault, rape), sexual harassment and retaliation.

For more information on Title IX, please contact:

- Dr. Molly M. Harris, Title IX Coordinator (903) 463-8714
- Ms. Logan Maxwell, Title IX Deputy Coordinator – South Campus (903) 415-2646
- Mr. Mike McBrayer, Title IX Deputy Coordinator – Main Campus (903) 463-8753
- Website: http://www.grayson.edu/campus-life/campus-police/title-ix-policies.html
- GC Police Department: (903) 463-8777-Main Campus, (903) 415-2501-South Campus
- GC Counseling Center: (903) 463-8730
- For Any On-campus Emergencies: 911

Grayson College is not responsible for illness/injury that occurs during the normal course of classroom/lab/clinical experiences.

These descriptions and timelines are subject to change at the discretion of the Professor.

Grayson College campus-wide student policies may be found at the following URL on the College website: https://www.grayson.edu/currentstudents/Academic%20Resources/index.html.