I. INTRODUCTION

A. Introduction to business productivity software suites using word processing, spreadsheets, databases, and/or presentation software.

B. This course serves as a required or elective course on various degree plans. Curriculum plans for degrees and certificates are listed in the current Central Texas College catalog.

C. The delivery method of this course may be traditional lecture/lab, blended lecture/lab, or online.

D. Prerequisites: None.

II. LEARNING OUTCOMES

Upon successful completion of this course, Integrated Software Applications I, the student will be able to:

Use word processing, spreadsheet, database, and/or presentation software; and integrate applications to produce documents. (C1, C5, C6, C8, C19, C20, F1, F3, F8, F9, F12).

III. INSTRUCTIONAL MATERIALS

A. The instructional materials identified for this course are viewable through www.cted.edu/books

B. Lecture Classes also require at least one USB storage device. Online students may use cloud based storage.
IV. COURSE REQUIREMENTS

A. Attend both lecture and lab or in the case of online delivery, be actively engaged in Blackboard and maintain constant progress.

B. Be prepared to participate in discussion, team projects/assignments and take unannounced assessments relating to the lecture materials.

C. Complete all exams/assessments.

D. Submit all assignments on time.

V. ASSESSMENTS

A. Student content mastery will be evaluated in the following areas:
   • Assessments (midterm exam, quizzes, projects, discussion etc.)
   • Final Assessment (final exam and/or semester project, participation)

B. Scheduled and unscheduled assessments will be given at the discretion of the instructor.

C. Exams/assessments may be composed of both subjective and objective questions plus computer output.

D. A student must take all exams/assessments. No make-up exams/assessments will be given. Both online and on campus students who know in advance that they will be absent due to school sponsored trips, military duty or orders, or any other valid reason, must arrange to take an early exam/assessment. Unexpected absences due to illness or other extenuating circumstances will require the student to contact the instructor about make-up work in lieu of the missed exam/assessment.

E. Students with unexcused absences will be given a zero for each missed assignment.

VI. SEMESTER GRADE COMPUTATION

<table>
<thead>
<tr>
<th>Course Requirements</th>
<th>Points</th>
<th>Points</th>
<th>Grade</th>
<th>Quality Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assignments</td>
<td>300</td>
<td>900-1000</td>
<td>A-Superior</td>
<td>4</td>
</tr>
<tr>
<td>Assessments</td>
<td>300</td>
<td>800-899</td>
<td>B-Above Average</td>
<td>3</td>
</tr>
<tr>
<td>Final Assessment</td>
<td>400</td>
<td>700-799</td>
<td>C-Average</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td></td>
<td>600-699</td>
<td>D-Passing, but unsatisfactory</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td></td>
<td>0-599</td>
<td>F-Failure</td>
<td>0</td>
</tr>
</tbody>
</table>

TOTAL 1000
VII. NOTES AND ADDITIONAL INSTRUCTIONS FROM THE INSTRUCTOR

A. Course Withdrawal: It is the student’s responsibility to officially withdraw from a course if circumstances prevent attendance. Any student who desires to, or must, officially withdraw from a course after the first scheduled class meeting must file a Central Texas College Application for Withdrawal (CTC Form 59). The student must sign the withdrawal form.

CTC Form 59 will be accepted at any time prior to Friday of the 12th week of classes during the 16-week fall and spring semesters. The deadline for sessions of other lengths is:

- 10-week session Friday of the 8th week
- 8-week session Friday of the 6th week
- 5-week session Friday of the 4th week

The equivalent date (75% of the semester) will be used for sessions of other lengths. The specific last day to withdraw is published each semester in the Schedule Bulletin.

For non-GoArmyEd active military students, the effective date of withdrawal is the filing date with the Education Center. For all other students, the effective date of withdrawal is the date that the withdrawal application is received by the Central Texas College representative.

Students who used financial aid, military tuition assistance, VA benefits, or other non-personal funds may be required to repay tuition and fees to the funding agency. For specific repayment requirements, contact the Office of Student Financial Aid or Veterans Services Office before withdrawing. Military tuition assistance students should visit their military Education Center or Navy College Office.

A student who officially withdraws will be awarded the grade of “W” provided the student’s attendance and academic performance are satisfactory at the time of official withdrawal. Students must file a withdrawal application with the College before they may be considered for withdrawal.

A student may not withdraw from a class for which the instructor has previously issued a grade of “F,” “FI,” “FN,” “IP,” or “XN.”

B. Instructor Initiated Withdrawals: Faculty are authorized to withdraw students who are not making satisfactory course progress to include failure to meet College attendance requirements as outlined in the section of the Catalog entitled “Satisfactory Progress Standards.” The instructor will assign the appropriate grade on CTC Form 59 for submission to the registrar.
Students enrolled in distance learning courses are expected to maintain constant progress throughout the course. Failure to do so may result in the student being administratively withdrawn by the instructor.

Students who have not attended class by the 12th class day of a 16-week course or the 6th class day of an 8-week term may be administratively withdrawn by the instructor with a grade of "W." Students may be administratively withdrawn from any class when their absences reach a total equal to 12.5% of the class hours for the course; and in the opinion of the instructor, the student cannot satisfactorily complete the course. An example: Students attending a 48-hour class during an 8-week period normally meet 180 minutes each session for 16 sessions. Those students accumulating two (2) unexcused absences are subject to Administrative Withdrawal since the total unexcused absences equal 12.5% of class hours for the course. Those students attending a 48 hour class during a 16-week period normally meet 90 minutes each session for 32 sessions. Those students accumulating four (4) unexcused absences are subject to Administrative Withdrawal since the total unexcused absences equals 12.5% of class hours for the course. In a distance learning course the last date of attendance is the last activity by the student in the course.

C. **Administrative Withdrawal:** A student may be administratively withdrawn by a designated member of the administrative staff of the College when the student has been placed on Academic Suspension or Disciplinary Suspension; the student has an outstanding financial obligation owed to the college; or the student registered for a course without the required prerequisite or departmental permission.

The College is under no obligation to refund tuition and fees, or other costs associated with an administrative or instructor initiated withdrawal.

D. **Incomplete Grade:** The College catalog states, “An incomplete grade may be given in those cases where the student has completed the majority of the coursework but, because of personal illness, death in the immediate family, or military orders, the student is unable to complete the requirements for a course...” Prior approval from the instructor is required before the grade of “IP” for Incomplete is recorded.

E. **Cell Phones and Pagers:** Students will silence cell phones and mobile devices while in the classroom or lab.

F. **Americans with Disabilities Act (ADA):** Disability Support Services provide services to students who have appropriate documentation of a disability. Students requiring accommodations for class are responsible for contacting the Office of Disability Support Services (DSS) located on the central campus. This service is available to all students, regardless of location. Review the website at [www.ctcd.edu/disability-support](http://www.ctcd.edu/disability-support) for further information. Reasonable
accommodations will be given in accordance with the federal and state laws through the DSS office.

G. Instructor Discretion: The instructor reserves the right of final decision in course requirements and may make changes to the course outline and/or assignments as needed.

H. Civility: Individuals are expected to be aware of what a constructive educational experience is and be respectful of those participating in a learning environment. Failure to do so can result in disciplinary action up to and including expulsion.

I. Degree Progression: Students who receive a grade of “D” are advised not to enroll in the next course for which this course was a prerequisite.

J. Failing Grade: The grade of “F” or “FN” will be given for academic failure, non-attendance or scholastic dishonesty.

K. Scholastic Honesty: All students are expected to maintain the highest standards of scholastic honesty in the preparation of all course work and during examinations. The college policy on scholastic honesty, including definitions on plagiarism, collusion, and cheating can be found at the following URL: http://online.ctcd.edu/plagiarism.cfm
VIII. COURSE OUTLINE

A. Unit One: In this unit you will get an overview of essential computer concepts, Microsoft Windows, and the Microsoft Office environment to include creating and saving files and folders; how the Clipboard works in and between applications; how to use and customize the Quick Access toolbar; how to zoom the screen and use the Backstage view and how its options control the functions inside the program.

1. Learning Outcomes: Upon successful completion of this unit the student should be able to perform the following tasks:
   a. Discuss components of a computer system
   b. Identify characteristics of system software and application software
   c. Practice using Windows desktop features
   d. Create File Folders
   e. Create, Save, and Handle Files
   f. Copy and Use the Clipboard
   g. Navigate with the Quick Access Toolbar
   h. Use View and Zoom Controls
   i. Use Backstage View and Options

2. Learning Activities:
   a. Instructor will conduct classroom lecture/discussion on the topics listed above. (C5, F5, F11)
   b. Student will read assignments on each topic. (C5, F1, F11)
   c. Student participation in discussion of each topic. (C7, F6)
   d. Student will complete assignments and laboratory hands-on exercises (C8, C19, F9).

3. Unit Outline: Follow the sequence of the unit objectives.

B. Unit Two: This unit introduces some of the most commonly used and most-often needed techniques using Microsoft Word and shows you how to make changes to an existing document.

1. Learning Outcomes: Upon successful completion of this unit the student should be able to perform the following tasks:
   a. Create and format a Microsoft Word document using basic features of the word processing application
   b. Create Templates
   c. Apply tabs, tables, and text columns to documents
   d. Write a Research Paper
   e. Summarize the benefits of word processing software
   f. Demonstrate proficient use of Microsoft Word
2. **Learning Activities:**
   a. Instructor will conduct classroom lecture/discussion on the topics listed above. (C5, F5, F11)
   b. Student will read assignments on each topic. (C5, F1, F11)
   c. Student participation in discussion of each topic. (C7, F6)
   d. Student will complete assignments and laboratory hands-on exercises (C8, C19, F9).

3. **Unit Outline:** Follow the sequence of the unit objectives.

C. **Unit Three:** In this unit you will learn to create, modify, save, format, and print an Excel worksheet containing text, numbers, dates, formulas, and functions.

1. **Learning Outcomes:** Upon successful completion of this unit the student should be able to perform the following tasks:
   a. Develop a spreadsheet using text, formulas, and functions
   b. Enhance basic worksheets by using a variety of formatting techniques
   c. Create charts from data and summarize charted data
   d. Format and present data
   e. Construct and manipulate tables and pivot tables
   f. Explain how spreadsheet programs can help businesses solve data analysis problems
   g. Demonstrate proficient use of Microsoft Excel

2. **Learning Activities:**
   a. Instructor will conduct classroom lecture/discussion on the topics listed above. (C5, F5, F11)
   b. Student will read assignments on each topic. (C5, F1, F11)
   c. Student participation in discussion of each topic. (C7, F6)
   d. Student will complete assignments and laboratory hands-on exercises (C8, C19, F9).

3. **Unit Outline:** Follow the sequence of the unit objectives.

D. **Unit Four:** In this unit you will be introduced to Microsoft Access, open and view database objects, learn how to manipulate table data, and then create new tables for adding and storing information.

1. **Learning Outcomes:** Upon successful completion of this unit the student should be able to perform the following tasks:
   a. Develop and maintain a Microsoft Access database
   b. Manipulate data in a Microsoft Access table to produce usable information
   c. Organize and retrieve data
d. Present and manage data
e. Summarize the benefits of database software
f. Demonstrate proficient use of Microsoft Access

2. Learning Activities:
a. Instructor will conduct classroom lecture/discussion on the topics listed above. (C5, F5, F11)
b. Student will read assignments on each topic. (C5, F1, F11)
c. Student participation in discussion of each topic. (C7, F6)
d. Student will complete assignments and laboratory hands-on exercises (C8, C19, F9).

3. Unit Outline: Follow the sequence of the unit objectives.

E. Unit Five: In this unit you will learn how to control your slide show, edit and add your own words and revise existing presentations so they are complete with the speaker’s notes and handouts.

1. Learning Outcomes: Upon successful completion of this unit the student should be able to perform the following tasks:
a. Create and format a Microsoft PowerPoint presentation using features of the Microsoft PowerPoint software
b. Examine the use of pictures and clip-art images in slides
c. Choose and employ objects
d. Demonstrate proficient use of Microsoft PowerPoint
e. Summarize the benefits of presentation software

2. Learning Activities:
a. Instructor will conduct classroom lecture/discussion on the topics listed above. (C5, F5, F11)
b. Student will read each topic. (C5, F1, F11)
c. Student participation in discussion of each topic. (C7, F6)
d. Student will complete assignments and laboratory hands-on exercises C8, C19, F9).

3. Unit Outline: Follow the sequence of the unit objectives.

F. Unit Six: In this unit you will investigate hypertext documents.

1. Learning Outcomes: Upon successful completion of this unit the student should be able to perform the following tasks:
a. Create a hyperlink to an existing HTML document
b. Create an HTML document from an existing Word document
c. Create hyperlinks to Microsoft Office documents
d. Demonstrate how to change view from browser mode to HTML Web Page document source code
e. Summarize the benefits of using hyperlinks in Microsoft Office documents

2. **Learning Activities:**

   a. Instructor will conduct classroom lecture/discussion on the topics listed above. (C5, F5, F11)
   b. Student will read assignments on each topic. (C5, F1, F11)
   c. Student participation in discussion of each topic. (C7, F6)
   d. Student will complete assignments and laboratory hands-on exercises (C8, C19, F9).

3. **Unit Outline:** Follow the sequence of the unit objectives.

G. **Unit Seven:** In this unit you will learn the basics of integrating Microsoft Office applications.

1. **Learning Outcomes:** Upon successful completion of this unit the student should be able to perform the following tasks:
   a. Understand object linking and embedding (OLE)
   b. Use Microsoft Office tools to create various data and object links
   c. Use Microsoft Office tools to embed files
   d. Demonstrate embedding a Microsoft Excel spreadsheet table and chart in a Microsoft Word document
   e. Demonstrate linking an object from a Microsoft Excel spreadsheet to a Microsoft Word document
   f. Demonstrate working knowledge of integrating information between Microsoft Office applications

2. **Learning Activities:**
   a. Instructor will conduct classroom lecture/discussion on the topics listed above. (C5, F5, F11)
   b. Student will read assignments on each topic. (C5, F1, F11)
   c. Student participation in discussion of each topic. (C7, F6)
   d. Student will complete assignments and laboratory hands-on exercises (C8, C19, F9).

3. **Unit Outline:** Follow the sequence of the unit objectives.

H. **Unit Eight:** In this unit you will professionally integrate Microsoft Office applications to create a full business solution.
1. **Learning Outcomes:** Upon successful completion of this unit the student should be able to perform the following tasks:
   a. Apply data integration among the Microsoft Office applications
   b. Employ importing and embedding among the Microsoft Office applications
   c. Demonstrate proficiency in linking objects among the Microsoft Office applications
   d. Design a form letter
   e. Create unique letters using merge
   f. Produce a Microsoft PowerPoint presentation from a Microsoft Word outline
   g. Demonstrate working knowledge of integrating information from other Microsoft programs into a PowerPoint presentation.

2. **Learning Activities:**
   a. Instructor will conduct classroom lecture/discussion on the topics listed above. (C5, F5, F11)
   b. Student will read assignments on each topic. (C5, F1, F11)
   c. Student participation in discussion of each topic. (C7, F6)
   d. Student will complete assignments and laboratory hands-on exercises. (C8, C19, F9).

3. **Unit Outline:** Follow the sequence of the unit objectives.