

Integrated Software Applications II

Class

ITSC 2321

Intermediate 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. For this course, Weatherford College maintains lab hours open to all students. Each semester, departmental faculty members and tutors post hours in these labs when they are available to assist students.

Required Textbooks

Illustrated Microsoft Office 365 & Office 2019 Benchmark Series Nita Rutkosky, Audrey Roggenkamp, and Ian Rutkosky. Access via Cengage Unlimited

Evaluation Standards

Proctored Exams (three exams), 60%
Assignments, 40%

A = 89.5 - 100%
B = 79.5 - 89.4%
C = 69.5 - 79.4%
D = 59.5 - 69.4%
F = 0 - 59.4%

Instructional Methods

Lecture, video and/or slides, group activities, discussions, hands-on assignments using the Microsoft Office software, and/or laboratory demonstrations.

Disabilities

ADA Statement:

Any student with a documented disability (e.g. learning, psychiatric, vision, hearing, etc.) may contact the Office on the Weatherford College Weatherford Campus to request reasonable accommodations. *Phone:* 817-598-6350
Office Location: Office Number 118 in the Student Services Building, upper floor. *Physical Address:* Weatherford College 225 College Park Drive Weatherford, TX.

Academic Integrity

Academic Integrity is fundamental to the educational mission of Weatherford College, and the College expects its students to maintain high standards of personal and scholarly conduct. Academic dishonesty of any kind will not be tolerated. Academic dishonesty includes, but is not limited to, cheating on an examination or other academic work, plagiarism, collusion, and the abuse of resource materials including unauthorized use of Generative AI. Departments may adopt discipline specific guidelines on Generative AI usage approved by the instructional dean. Any student who is demonstrated to have engaged in any of these activities will be subject to immediate disciplinary action in accordance with institutional procedures.

Program Learning Outcomes

Information Systems Certificate/A.A.S.:

- Students will gain proficiency in the use of computer system hardware and software.
- Students will gain knowledge and skills for entry-level information technology positions in business and industry.
- Students will gain knowledge in application programs, basic computer programming, basic networking, and an introduction to computer hardware.

SCANS

The Secretary's Commission on Achieving Necessary Skills (SCANS) identified competencies in the area of Resources, Interpersonal, Information, Systems, and Technology; and foundation skills in the areas of Basic Skills and Personal Qualities.

WORKPLACE COMPETENCIES – Effective workers can productively use:

- Resources – They know how to (C1)allocate time, (C2)money, (C3)materials, and (C4)staff
- Information – They can (C5)acquire and evaluate data, (C6)organize, and maintain files, (C7)interpret and communicate, and (C8)use computers to process information.
- Interpersonal Skills – They can work on (C9)teams, (C10)teach others, (C11)serve customers, (C12)lead, (C13)negotiate, and (C14)work well with people from culturally diverse backgrounds.
- Systems – They (C15)understand social, organizational, and technological systems; (C16)they can monitor and correct performance; and (C17)they can design or improve systems.
- Technology – They can (C18)select equipment and tools, (C19)apply technology to specific tasks, and (C20)maintain and troubleshoot equipment.

FOUNDATION SKILLS – Competent workers in the high-performance workplace need:

- Basic Skills – (F1)reading, (F2)writing, (F3)arithmetic and (F4) mathematics, (F5)listening and (F6)speaking.
- Thinking Skills – (F7)to think creatively, (F8)to make decisions, (F9)to solve problems, (F10)to visualize, (F11)the ability to learn, and (F12)to reason.
- Personal Qualities – (F13)individual responsibility, (F14)self-esteem, (F15)sociability, (F16) self-management, and (F17)integrity

Lab Fee

\$24