ITSC 1309-001IN-SP2023
Integrated Software Apps I
Spring 2023
Online

Instructor Information: Hollie Jones, MBA hjones4@com.edu

Student hours and location: I am an adjunct professor and not physically located on campus. My scheduled office hours are Tuesday 6-9pm, online.

Required Textbook/Materials: None

Course Description: Integration of applications from popular business productivity software suites, offering skills for learning essential computer concepts and the integration of Microsoft Office 2019 applications.

Course requirements: This is a 16-week course.
All course work must be turned in as *MICROSOFT OFFICE 2019 documents* – **no exceptions.**

Determination of Course Grade/Detailed Grading Formula: The grading elements for the course are:

Course Item	% of Total Grade
Assignments	10%
Discussions	10%
Quizzes	10%
Projects	30%
Integrated Exercises	20%
Final Exam	10%
Total	100%

Late Work, Make-Up, and Extra-Credit Policy: This is an online class. Attendance will be based on your submission of the assignments for the week. Late work will incur a 10% penalty. If there is a documented medical or family emergency, please see me to discuss a work plan to get you caught up

Attendance Policy: You are required to log in to 'D2L' a minimum of once per week.

Communicating with your instructor: ALL electronic communication with the instructor must be through your COM email. Due to FERPA restrictions, faculty cannot share any information about performance in the class through other electronic means. (Faculty may add additional statement requiring monitoring and communication expectations via D2L or other LMS)

Course-Level SLO	Maps to Core Objective	Assessed via this assignment
Learn the concepts of person computers and how to use the internet and digital devices to communicate with others	Critical Thinking	
Use word processing, spreadsheets, databases, and/or presentation software		Projects for Word, Excel, PowerPoint, Publisher and Access
Integrate applications to produce professional documents		Integrated Projects
Apply the power and communication impact of using business applications		Outlook assignment and project
Integrate business software applications	Critical Thinking	Office Integrated Project

Academic Dishonesty: Any incident of academic dishonesty will be dealt with in accordance with college policy and the Student Handbook. Academic dishonesty – such as cheating on exams is an extremely serious offense and will result in a grade of zero on that exam and the student will be referred to the Office of Student Conduct for the appropriate disciplinary action.

Student Concerns: If you have any questions or concerns about any aspect of this course, please contact me using the contact information previously provided. If, after discussing your concern with me, you continue to have questions, please contact Andrew Gregroy at 409-933-8339 or agregory2@com.edu.

Course Schedule		
Dates	**Module**	**Topic & Activities**
1/17-1/22	Module 1 (D2L)	Course Overview: Syllabus and Schedule Course Review Discussion Ensure you have Microsoft Downloaded on your Computer
1/23-1/29	Module 2 (D2L)	Computer Concepts Read Computer Concepts Discussion
1/30-2/5	Module 3 (D2L)	Outlook Complete Outlook assignment Complete Outlook Project
2/6-2/12	Module 4 (D2L)	One Note Read One Note Complete One Note Assignment
2/13-2/19	Module 5 (D2L)	Word Read Microsoft Word reading Complete Word Assignment Complete Word Project
2/20-2/26	Module 6 (D2L)	Excel Read Microsoft Excel reading Complete Excel Assignment Complete Excel Project
2/27-3/5	Module 7 (D2L)	Integrating Word and Excel Complete Integrating Work and Excel project Complete Word and Excel Quiz Complete Integrating Work and Excel Discussion
3/6-3/19	Module 8 (D2L)	PowerPoint Read Microsoft PowerPoint reading Complete PowerPoint Assignments Complete PowerPoint Project
3/20-3/26	Module 9 (D2L)	Integrating Excel and PowerPoint Complete Integrating Excel and PowerPoint Project Complete Excel and PowerPoint Quiz Complete Integrating Excel and PowerPoint Discussion

3/27-4/2	Module 10 (D2L)	Publisher Read Microsoft Publisher reading Complete Publisher Assignment Complete Publisher Project
4/3- 4/9	Module 11 (D2L)	Access Read Microsoft Access reading Complete Access Assignment Complete Access Project
4/10- 4/16	Module 12 (D2L)	Integrating Publisher and Access Complete Integrating Publisher and Access Project Complete Publisher and Access Quiz Complete Integrating Publisher and Access Discussion
4/17- 4/23	Module 13 (D2L)	Integrating Wor, Excel, Access, PowerPoint Complete Integrating Word, Excel Access and PowerPoint Project
4/24-4/30	Module 14 (D2L)	Group Project
5/1-5/7	Module 15 (D2L)	Group Project
5/8-5/11	Module 16 (D2L)	Final Exam

Institutional Policies and Guidelines

Grade Appeal Process: Concerns about the accuracy of grades should first be discussed with the instructor. A request for a change of grade is a formal request and must be made within six months of the grade assignment. Directions for filing an appeal can be found in the student handbook [Student_Handbook_2022-2023_v4.pdf (com.edu)](). *An appeal will not be considered because of general dissatisfaction with a grade, penalty, or outcome of a course. Disagreement with the instructor's professional judgment of the quality of the student's work and performance is also not an admissible basis for a grade appeal.*

Academic Success & Support Services: College of the Mainland is committed to providing students the necessary support and tools for success in their college careers. Support is offered through our Tutoring Services, Library, Counseling, and through Student Services. Please discuss any concerns with your faculty or an advisor.

ADA Statement: Any student with a documented disability needing academic accommodations is requested to contact Kimberly Lachney at 409-933-8919 or [klachney@com.edu](). The Office of Services for Students with Disabilities is located in the Student Success Center.

Textbook Purchasing Statement: A student attending College of the Mainland is not under any obligation to purchase a textbook from the college-affiliated bookstore. The same textbook may also be available from an independent retailer, including an online retailer.

Withdrawal Policy: Students may withdraw from this course for any reason prior to the last eligible day for a "W" grade. Before withdrawing students should speak with the instructor and consult an advisor. Students are permitted to withdraw only six times during their college career by state law. The last date to withdraw from the 1st 8-week session is March 1. The last date to withdraw from the 16-week session is April 24. The last date to withdraw for the 2nd 8-week session is May 3.

FN Grading: The FN grade is issued in cases of *failure due to a lack of attendance*, as determined by the instructor. The FN grade may be issued for cases in which the student ceases or fails to attend class, submit assignments, or participate in required capacities, and for which the student has failed to withdraw. The issuing of the FN grade is at the discretion of the instructor. The last date of attendance should be documented for submission of an FN grade.

Early Alert Program: The Student Success Center at College of the Mainland has implemented an Early Alert Program because student success and retention are very important to us. I have been asked to refer students to the program throughout the semester if they are having difficulty completing assignments or have poor attendance. If you are referred to the Early Alert Program, you will be contacted by someone in the Student Success Center who will schedule a meeting with you to see what assistance they can offer in order for you to meet your academic goals.

Resources to Help with Stress:
If you are experiencing stress or anxiety about your daily living needs including food, housing or just feel you could benefit from free resources to help you through a difficult time, please click here [https://www.com.edu/community-resource-center/](). College of the Mainland has partnered with free community resources to help you stay on track with your schoolwork, by addressing life issues that get in the way of doing your best in school. All services are private and confidential. You may also contact the Dean of Students office at [deanofstudents@com.edu]() or [communityresources@com.edu]().