

ITSC 1309 - INTEGRATED SOFTWARE APPLICATION I SYLLABUS

CRN:	Semester: Fall 2020
Class name: ISA	Days and Times:
Campus and Room: SaigonTech Tower – Lab 706	Lecture: Tue. 7:30 – 9:30 Tue. 9:45 – 11:45
	Tutor: Thu. 13:00 – 15:00

Instructor & Tutor: Truong Minh Fi

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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 presentation media software.

WHAT YOU WILL LEARN IN THIS COURSE

This is a hands-on course in which you will learn to use a computer to practice the four most popular programs within the Microsoft Office Suite (Word, Excel, Access, and PowerPoint). You will learn to be an intermediate level user of the Microsoft Office Suite.

Within the Microsoft Office Suite, you will use Word, Excel, Access, and PowerPoint. Microsoft Word is a word processing program with which you can create common business and personal documents. Microsoft Excel is a spreadsheet program that organizes and calculates accounting-type information. Microsoft Access is a database program that organizes large amounts of information in a useful manner. Finally, Microsoft PowerPoint is a presentation graphics program with which you can develop slides to accompany an oral presentation.

Course Prerequisite(s): GE3

Academic Discipline/CTE Program Learning Outcomes:

1. Identify the fundamental principles of programming, including those of algorithm analysis, software design, operating systems, and database.
2. Design and write computer programs that are correct, simple, clear, efficient, well organized, and well documented.
3. Know and be able to apply important data structures and algorithms.
4. Understand the hardware and software aspects of computer systems that support application software development.
5. Develop software engineering proficiency

Course SLO (Students Learning Outcomes)	Use word processing, spreadsheet, database, and/or presentation software. Integrate applications to produce documents. <ol style="list-style-type: none"> 1. Working with an Operating System 2. Edit and Enhance a document 3. Develop a presentation 4. Work with a worksheet using functions, chart... 5. Create and edit query, report, and form
LO (Learning Objectives)	<ol style="list-style-type: none"> 1.1. Understand the Windows 10 Interface 1.2. Manage and Use the Desktop and Components 1.3. Use Windows 10 Search Features 1.4. Use File Explorer 1.5. Select, Copy, Move Multiple Files and Folders

	<ul style="list-style-type: none"> 1.6. Compress Files and Folders 1.7. Work with Security Settings and Software 1.8. Work with Administrative Tools
	<ul style="list-style-type: none"> 2.1. Begin and Edit a Document 2.2. Customize Word 2.3. Use Features that Improve Readability 2.4. View a Document in Different Ways 2.5. Modify Document Properties 2.6. Prepare a Document for Distribution 2.7. Apply Font Attributes 2.8. Format a Paragraph 2.9. Format a Document 2.10. Apply Styles 2.11. Insert and Format Objects 2.12. Insert a table 2.13. Format a table 2.14. Manage table data 2.15. Enhance table data 2.16. Create a mail merge document 2.17. Complete a mail merge 2.18. Use a Writing Style and Acknowledge Sources 2.19. Create and Modify Footnotes and Endnotes 2.20. Explore Special Features 2.21. Review a Document 2.22. Track Changes 2.23. Use OneDrive and Word Online 2.24. Share and Collaborate on Documents
	<ul style="list-style-type: none"> 3.1 Open and View a PowerPoint Presentation 3.2 Type a Speaker Note 3.3 Save as a PowerPoint Slide Show 3.4 Plan and Prepare a Presentation 3.5 Add Presentation Content 3.6 Review the Presentation 3.7 Add a Table 3.8 Insert Media Objects 3.9 Apply Transitions and Animations 3.10 Insert a Header or Footer 3.11 Navigate a Slide Show 3.12 Print in PowerPoint 3.13 Create a Presentation Using a Template 3.14 Modify a Presentation Based on a Template 3.15 Create a Presentation in Outline View 3.16 Modify an Outline Structure 3.17 Print an Outline 3.18 Import an Outline 3.19 Reuse Slides from an Existing Presentation 3.20 Use Sections 3.21 Examine Slide Show Design Principles 3.22 Modify a Theme 3.23 Modify the Slide Master 3.24 Create Shapes 3.25 Apply Quick Styles and Customize Shapes 3.26 Create SmartArt 3.27 Modify SmartArt 3.28 Create WordArt and Modify WordArt 3.29 Modify Objects 3.30 Arrange Objects 3.31 Insert a Picture 3.32 Transform a Picture 3.33 Use the Internet as a Resource 3.34 Add Video 3.35 Use Video Tools 3.36 Add Audio 3.37 Change Audio Settings 3.38 Create a Photo Album 3.39 Set Photo Album Options

- 4.1 Explore the Excel Window
- 4.2 Enter and Edit Cell Data
- 4.3 Create Formulas
- 4.4 Display Cell Formulas
- 4.5 Manage Columns and Rows
- 4.6 Select, Move, Copy, and Paste Data
- 4.7 Apply Cell Styles, Alignment, and Font Options
- 4.8 Apply Number Formats
- 4.9 Manage Worksheets
- 4.10 Select Page Setup Options
- 4.11 Preview and Print a Worksheet
- 4.12 Use Relative, Absolute, and Mixed Cell References in Formulas
- 4.13 Insert a Function
- 4.14 Insert Basic Math and Statistics Functions
- 4.15 Use Date Functions
- 4.16 Determine Results with the IF Function
- 4.17 Use Lookup Functions
- 4.18 Calculate Payments with the PMT function
- 4.19 Select the Data Source
- 4.20 Choose a Chart Type
- 4.21 Move, Size, and Print a Chart
- 4.22 Add, Edit, and Format Chart Elements
- 4.23 Apply a Chart Style and Colors
- 4.24 Modify the Data Source
- 4.25 Create and Customize Sparklines
- 4.26 Freeze Rows and Columns
- 4.27 Print Large Datasets
- 4.28 Understand the Benefits of Data Tables
- 4.29 Design and Create Tables
- 4.30 Apply a Table Style
- 4.31 Create Structured References in Formulas
- 4.32 Sort Data
- 4.33 Filter Data
- 4.34 Add a Total Row
- 4.35 Apply Conditional Formatting
- 4.36 Create a New Rule

- 5.1 Open, Save, and Enable Content in a Database
- 5.2 Recognize Database Object Types
- 5.3 Modify Data in Table Datasheet View
- 5.4 Add Records to a Table
- 5.5 Delete Records from a Table
- 5.6 Use Database Utilities Work with Filters
- 5.7 Perform Sorts
- 5.8 Create a Database
- 5.9 Design a Table
- 5.10 Create and Modify Tables and Work with Data
- 5.11 Share Data
- 5.12 Establish Table Relationships
- 5.13 Create a Single-Table Query
- 5.14 Use the Query Wizard
- 5.15 Specify Query Criteria for Different Data Types
- 5.16 Understand Query Sort Order
- 5.17 Run, Copy, and Modify a Query
- 5.18 Create a Multitable Query
- 5.19 Modify a Multitable Query
- 5.20 Create a Query with a Calculated Field
- 5.21 Format Calculated Results
- 5.22 Recover from Common Errors
- 5.23 Verify Calculated Results
- 5.24 Create Expressions Using the Expression Builder
- 5.25 Use Built-In Functions
- 5.26 Add Aggregate Functions to Datasheets
- 5.27 Create Queries with Aggregate Functions
- 5.28 Create Forms Using Form Tools
- 5.29 Modify Forms
- 5.30 Work with a Form Layout

	5.31 Sort Records in a Form 5.32 Create Reports Using Report Tools 5.33 Use Report Views 5.34 Modify a Report 5.35 Sort Records in a Report
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Textbooks:

Book Titles	Authors	ISBN Numbers	Publishers
Exploring Microsoft Office 2016 Volume 1	Robert Grauer, Mary Anne Poatsy, Keith Mulbery, Cynthia Krebs, Lynn Hogan, Eric Cameron, Jason Davidson, Linda Lau, Rebecca Lawson, Jerri Williams, Amy Rutledge	ISBN 0-13-432079-4	Pearson

Course Semester Credit Hours (SCH)

- Credit Hours: 3
- Lecture Hours: 3
- Laboratory Hours: 2

Total Course Contact Hours: 72

Type of Instruction: Lecture + Lab

Instructional Methods: Face to Face

Course Requirements and Expectations:

- Class attendance: You are expected to regularly attend and be on time for all classes. You are responsible for all materials covered during an absence.
- Be respectful of your instructor and fellow classmates at all times.
- As a courtesy, please do not talk, type, while the instructor is talking to the class or when a student is asking a question that pertains to the class.
- Refrain from “surfing” the Web during class, unless directed to do so by your instructor.
- Turn off cell phones and pagers.
- Refrain from bringing food into the classroom.
- You are encouraged to work with fellow students to solve problems. However, you must complete your own work.

Plagiarism & Cheating: It is expected that students will conduct themselves with integrity. If you cheat or assist others in cheating, you violate a trust.

Cheating includes, but is not limited to, the following:

- Copy files or lend your storage device to another student
- Copy answers on exams or glance at nearby exams
- Print work for someone else
- Turn in assignments that have been used in other classes
- Purchase or sell assignments or exam materials

Plagiarism includes, but is not limited to, the following:

- Submit other people’s works to get points
- Copy words or ideas without citing source and author’s name
- Do not use quotation marks for direct citation
- Cite the wrong source
- Change the wording but sentence structure without citing author’s name
- Borrow words/ phrases from a source without using quotation marks or with making negligible change
- Copy too many words or ideas that make up the most of personal work, regardless of whether source and author’s name are cited
- Copy information from Internet such as company information, market information etc.
- Use Google Translation to write up papers, regardless of whether you use your own ideas or borrow ideas
- Use Google Translation to write up papers by translating Vietnamese from existing Vietnamese study materials/ sources into English

If you cheat and/or plagiarize, some or all of the following actions will be taken:

- You will receive a lower point score, or no points, for that particular assignment or exam.
- A report of the incident may be forwarded to the school. The school may file the report in your record and/or take further disciplinary action.

Late Assignments Policy:

- An assignment, that is turned in late, will have a ten points penalty per a day and if it is three days late, it will not be accepted.

- Students who submit their assignments late by 1 day will have their score for the corresponding assignment subtracted 10%, 2 days 20%. Assignments that are late by more than 2 days will not be accepted and the students will receive 0 (zero) for the corresponding assignment.

Make-up Exam Policy:

You are expected to take each exam on the scheduled dates. Make-up exams are not guaranteed, but are granted at the discretion of the instructor. If make-up exams are allowed, it is necessary to make arrangements with the instructor prior to exam date.

Detailed Course Evaluation:

Course Grading	
Test 1 (Word)	10%
PowerPoint	10%
Midterm	20%
Test 2 (Excel)	20%
Final	25%
Assignment	15%

Grading Scale	
90 – 100	A
80 – 89	B
70 – 79	C
60 – 69	D
0 – 59	F

The passing grade of this course is D.

Test & Exam Format

Test / Exam	Exam Type (on computer)	Open/Close Book	Number of Questions	Duration (minutes)	Points	Chapters
Test 1	Practical	Open	TBD	90	100	Word: Chapter 1, 2, 3, 4
Midterm Exam	Practical	Open	TBD	90	100	Word: Chapter 1, 2, 3, 4 PowerPoint: Chapter 1, 2, 3, 4
Test 2	Practical	Open	TBD	90	100	Excel: Chapter 1, 2, 3, 4
Final Exam	Practical	Open	TBD	90	100	Access: Chapter 1, 2, 3, 4

Course Calendar:

Week	Date	Contents	Session
1	Tuesday, October 20, 2020	- Course Introduction - Getting Started with Windows 10: Working with an Operating System	1
	Tuesday, October 20, 2020	- Office 2016 Common Features	2
	Thursday, October 22, 2020	- Practice	3
2	Tuesday, October 27, 2020	- Word Chapter 1: Introduction to Word; Organizing a Document	4
	Tuesday, October 27, 2020	- Word Chapter 2: Document Presentation	5
	Thursday, October 29, 2020	- Practice	6
3	Tuesday, November 3, 2020	- Word Chapter 2 (cont.): Editing and Formatting	7
	Tuesday, November 3, 2020	- Word Chapter 3: Document Productivity: Working with Tables and Mail Merge	8

	Thursday, November 5, 2020	- Practice	9
4	Tuesday, November 10, 2020	- Word Chapter 4: Collaboration and Research: Communicating and Producing; Professional Papers	10
	Tuesday, November 10, 2020	- Test 1	11
	Thursday, November 12, 2020	- PowerPoint Chapter 1: Creating a Basic Presentation: Introduction to PowerPoint	12
5	Tuesday, November 17, 2020	- PowerPoint Chapter 2: Presentation Development: Planning and Preparing a Presentation	13
	Tuesday, November 17, 2020	- PowerPoint Chapter 3: Presentation Design: Illustrations and Infographics	14
	Thursday, November 19, 2020	- PowerPoint Chapter 4: Enhancing with Multimedia: PowerPoint Rich Media Tools	15
6	Tuesday, November 24, 2020	- Practice	16
	Tuesday, November 24, 2020	- Midterm Review	17
	Thursday, November 26, 2020	- Midterm Exam	18
7	Tuesday, December 1, 2020	- Excel Chapter 1: Introduction to Excel: Creating and Formatting a Worksheet	19
	Tuesday, December 1, 2020	- Excel Chapter 2: Formulas and Functions: Performing Quantitative Analysis	20
	Thursday, December 3, 2020	- Practice	21
8	Tuesday, December 8, 2020	- Excel Chapter 2 (cont.)	22
	Tuesday, December 8, 2020	- Excel Chapter 3: Charts: Depicting Data Visually	23
	Thursday, December 10, 2020	- Practice	24
9	Tuesday, December 15, 2020	- Excel Chapter 4: Datasets and Tables: Managing Large Volumes of Data	25
	Tuesday, December 15, 2020	- Excel Review	26
	Thursday, December 17, 2020	- Test 2	27
10	Tuesday, December 22, 2020	- Access Chapter 1: Introduction to Access: Finding Your Way Through an Access Database	28
	Tuesday, December 22, 2020	- Access Chapter 2: Tables and Queries in relational Databases: Designing Databases and Extracting Data	29
	Thursday, December 24, 2020	- Practice	30
11	Tuesday, December 29, 2020	- Access Chapter 3: Using Queries to Make Decisions: Perform Calculations and Summarize Data Using Queries	31
	Tuesday, December 29, 2020	- Access Chapter 4: Creating and Using Professional Forms and Reports: Moving Beyond Tables and Queries	32
	Thursday, December 31, 2020	- Practice	33
12	Tuesday, January 5, 2021	- Final Review	34
	Tuesday, January 5, 2021	- PowerPoint Presentation	35
	Thursday, January 7, 2021	- Final Exam	36