Integrated Software Applications I ITSC 1309
Course Syllabus: Spring 2017

"Northeast Texas Community College exists to provide responsible, exemplary learning opportunities."

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Office Hours	Monday	Tuesday	Wednesday	Thursday	Friday	Online
	7:30 a.m.-8:00 a.m. 1:00 p.m. – 4:00 p.m.	7:30 a.m.-8:00 a.m. 11:00 a.m. - 4:00 p.m.	7:30 a.m. – 8:00 a.m.	7:30 a.m. – 8:00 a.m.	By Appointment	Monday – Thursday 7:30 a.m. – Noon

The information contained in this syllabus is subject to change without notice. Students are expected to be aware of any additional course policies presented by the instructor during the course.

Catalog Course Description: This course provides the student with the basic skills necessary to operate a microcomputer using common business application programs. This is a beginning course for students with no prior computer experience. Students will receive a brief overview of computer hardware and software followed by hands-on training in the use of word processing, spreadsheet, data processing, presentations and the computer operating environment. The problems and examples used in class emphasize realistic business data processing problems and office information system needs.

Required Textbook(s):
New Perspectives Microsoft Office 365 and Office 2016: Introductory, 1st Edition.
Publisher: Cengage Learning

ISBN Number:
978-1-337-25137-2

Recommended Reading(s): None.

Student Learning Outcomes:

Exemplary Educational Objectives: N/A

SCANS Skills:
SCANS Matrix for this course is available upon request.

Lectures & Discussions:
This course is a combination of lecture and hands-on learning.

Evaluation/Grading Policy:

Grading is on a points system:
>   To earn an "A" you must earn 900 + points
>   To earn a "B" you must earn 800 points
>   To earn a "C" you must earn 700 points
>   To earn a "D" you must earn 600 point
>   Anything below 600 points is failing

Assignments	Possible Points
Attendance	100
12 Assignments at 25 points each	300
3 Projects at 100 points each	300
3 Unit Tests at 100 point each	300
TOTAL	1000

Tests/Exams:
Three exams will be administered during this course.   Exam schedule is posted on Blackboard.

Assignments:
All assignments will be completed and submitted via Blackboard. Assignments, instructions, and files are accessible via Blackboard.

Classroom Procedures:
>   The following classroom procedures are to be observed at all times:
>   - Arrange your desk area and materials to facilitate all work.
>   - Maintain good posture at the desk and at the computer.
>   - Use proper fingering techniques.
>   - Read directions and explanations carefully before determining what operations are to be performed.
>   - Check all work for accuracy before presenting it for evaluation.

NTCC Academic Honesty Statement:
"Students are expected to complete course work in an honest manner, using their intellects and resources designated as allowable by the course instructor. Students are responsible for addressing questions about allowable resources with the course instructor. NTCC upholds the highest standards of academic integrity. This course will follow the NTCC Academic Honesty policy stated in the Student Handbook."

Academic Ethics
The college expects all students to engage in academic pursuits in a manner that is beyond reproach. Students are expected to maintain complete honesty and integrity in their academic pursuit. Academic dishonesty such as cheating, plagiarism, and collusion is unacceptable and may result in disciplinary action. Refer to the student handbook for more information on this subject.

ADA Statement:

It is the policy of NTCC to provide reasonable accommodations for qualified individuals who are students with disabilities. This College will adhere to all applicable federal, state, and local laws, regulations, and guidelines with respect to providing reasonable accommodations as required to afford equal educational opportunity. It is the student's responsibility to arrange an appointment with a College counselor to obtain a Request for Accommodations form. For more information, please refer to the NTCC Catalog or Student Handbook.

Family Educational Rights And Privacy Act (**Ferpa**):
The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's educational records. These rights transfer to the student when he or she attends a school beyond the high school level. Students to whom the rights have transferred are considered "eligible students." In essence, a parent has no legal right to obtain information concerning the child's college records without the written consent of the student. In compliance with FERPA, information classified as "directory information" may be released to the general public without the written consent of the student unless the student makes a request in writing. Directory information is defined as: the student's name, permanent address and/or local address, telephone listing, dates of attendance, most recent previous education institution attended, other information including major, field of study, degrees, awards received, and participation in officially recognized activities/sports.