ITSC1309 Integrated Software Applications I
Course Syllabus: Spring 2019

"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. – 9:30 a.m.	8:00 a.m. – 11:00 a.m.	7:30 a.m. – 9:30 a.m.	8:00 a.m. – 11:00 a.m.	By Appointment	Email

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.

Prerequisites: None.

Required Textbook(s):

Microsoft Office 2016: Shelly Cashman Series: Microsoft Office 2016:Introductory

Publisher: Course Technology, Cengage Learning
ISBN Number: ISBN 978-1-305-87001-7

Recommended Reading(s):
None

Student Learning Outcomes:
1. Use Word to create, edit, save, and print new and existing documents including flyers, research papers, and business letters.
2. Use Excel to create workbooks for business and personal use using spreadsheets, charts and formulas.
3. Use Access to create databases that cover business applications using tables, forms, queries and reports.
4. Use PowerPoint to create presentations, including personal and business topics using text, visual and/or sound elements.

Exemplary Educational Objectives:
NA

SCANS Skills:
NA

Lectures & Discussions:
NA

Evaluation/Grading Policy:
All assignments are submitted individually, although students may work side-by-side creating the hands-on assignments, but not the tests. Grading rubrics will be created for the exams. Late work is accepted for up to one week past the original due date. However, the PowerPoint presentation will not be accepted late as it will need to be presented.

We will spend roughly 4 weeks per Office program (Word, Excel, Access and PowerPoint). You are expected to have each section completed, and all assignments turned in before we start the next program

Tests/Exams:
Three online exams - multiple choice, one each on Word, Excel and Access
Three hands-on exams - in class for face-to-face classes

Assignments:
Word: 6 hands-on assignments and 3 chapter reinforcements
Excel: 6 hands-on assignments and 3 chapter reinforcements
Access: 5 hands-on assignments and 3 chapter reinforcements
PowerPoint: 6 hands-on assignments, one individual presentation, and 3 chapter reinforcements

Other Course Requirements / Recommendations:

USB flash drive for storing and transporting your work.

BlackBoard will be used for file submission, but you will need to keep a copy of all work in case of error or file corruption.

Microsoft Office 2016 software is needed to complete ALL homework assignments. This is free for all full-time NTCC students. An email from the director of IT will detail how to obtain the software. You cannot use earlier versions, as much of the work is unique to 2016.

Student Responsibilities/Expectations:
Students are expected to attend class (log into Blackboard and submit assignments) on a regular basis. Excessive absences (two consecutive weeks) may result in the student being dropped from class. In this case, communication is vital and we may be able to work something out. An attempt will be made to contact you (via email) before this happens but should an emergency arise, you need to contact your instructor via email should you not be able to meet this requirement. Please see the schedule of classes for the last day to withdraw. Religious Holy Days: please refer to the current Northeast Texas Community College Student Handbook.

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.