



## Integrated Software Applications III ITSC 2331 Course Syllabus Spring 2017

“Northeast Texas Community College exist 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 (include prerequisites):**

This course is a continued 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.

### **Required Textbook(s):**

Illustrated Microsoft Office 365 and Word 2016: Comprehensive

Illustrated Microsoft Office 365 and Excel 2016: Comprehensive

Illustrated Microsoft Office 365 and PowerPoint 2016: Comprehensive

**Publisher:** Course Technology

### **ISBN Number:**

978-1-305-87830-3 Microsoft Word 2016

978-1-305-87810-5 Microsoft Excel 2016

978-1-305-87818-1 Microsoft PowerPoint 2016

**Recommended Reading(s):** None

## **Student Learning Outcomes:**

1. Students will demonstrate the ability to use advanced features of Word including working with styles and templates, developing multipage documents, integrating Word with other programs, using advanced graphics, building forms, working with charts and diagrams, and collaborating with workgroups.
2. Students will demonstrate the ability to use advanced features of Excel including working with cells, enhancing charts and worksheets, using what-if analysis, analyzing data with pivot table, exchanging data with other programs, sharing Excel files/incorporating web information, customizing Excel, and programming with Excel.
3. Students will demonstrate the ability to use advanced features of PowerPoint including customizing a presentation, enhancing charts, working with embedded and linked objects and hyperlinks, and sharing/distributing presentations.
4. Students will demonstrate the ability to apply Word, Excel, and PowerPoint in real-world projects.

## **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. Discussion will held via Blackboard.

## **Evaluation/Grading Policy:**

Each assignment is worth a set number of points. To figure your course grade you need to add all points together (daily work and tests). The scale is below:

1229 points to 1365 points = A

1092 points to 1228 points = B

955 points to 1091 points = C

819 points to 954 points = D

818 points and below = F

## **Tests/Exams:**

Five exams will be administered during this course; two written exams and three application exams. Exam schedule is posted on Blackboard.

## **Assignments:**

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

## **Other Course Requirements:**

To earn a paycheck you will be expected to be at work and to be on time. This expectation will be applied in this course to help you developed competencies for employment.

You are expected to submit assignments each week. Just as you would notify your employer promptly of an absence, you must notify your instructor if situations arise where you are unable to complete assignments for the week.

When you experience difficulty with any assignment, please arrange an appointment for the instructor to help you during office hours.

If you must stop attending class, you must officially withdraw from the course via the Admissions Office. Failure to do will result in a grade of "F" on your transcript.

### **Student Responsibilities/Expectations:**

As a successful office worker, you have the responsibility of projecting a professional image of your employer. You should follow these guidelines to help you become employable in today's competitive, fast changing world:

1. Dress appropriately. Begin now to build a professional wardrobe.
2. Never sit on a desk. When you leave, push your chair under your desk.
3. Stand and sit with good posture - one of the first things noticed about your appearance.
4. Be as self-reliant as possible in doing your work. Take notes. Ask for help if necessary.
5. Use correct grammar when speaking.
6. Keep your work area neat and organized. Keep your tools within easy reach.
7. Project a positive attitude. Eliminate negative statements in your communication.

### **Classroom Procedures:**

The following classroom procedures are to be observed at all times:

1. Arrange your desk area and materials to facilitate all work.
2. Maintain good posture at the desk and at the computer.
3. Use proper keyboarding techniques.
4. Read directions and explanations carefully before determining what operations are to be performed.
5. 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.