**Course Syllabus**

**Network Technology Department**

**NTEC 239  -  Microsoft Office 365 Administration**

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**Course Information**

**NTEC 239 - Microsoft Office 365 Administration [Web Enhanced]**     Item# Section#      Credits: 4   Class Location:      Class Times:

**Prerequisite**:  NTEC 132 eligibility, or consent of Instructional Unit.

**Course Description:** Students will install and use Microsoft Office 365. Students will also configure administrative roles, manage user and group accounts, implement security and monitor Office 365 availability.

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**Course Outcomes**

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| --- | --- |
| **Course Outcome with Assessment** | **Program Outcomes** |
| Setup a Office 365:   * Homework Assignments * Interactive Labs * Exams | * Implement Microsoft networks and domain structures to meet specific business needs. * Design Microsoft networks and domain structures to meet specific business needs. |
| Configure Office 365 roles, users, and groups.  Assessment:   * Homework Assignments * Interactive Labs * Exams | * Maintain Microsoft networks and domain structures to meet specific business needs. * Resolve common issues with Microsoft networks and domain structures. |
| Configure security measures Office 365.  Assessment:   * Homework Assignments * Interactive Labs * Exams | * Design Microsoft networks and domain structures to meet specific business needs. * Implement Microsoft networks and domain structures to meet specific business needs. * Maintain Microsoft networks and domain structures to meet specific business needs. |
| Monitor Office 365 availability.  Assessment:   * Homework Assignments * Interactive Labs * Exams | * Design Microsoft networks and domain structures to meet specific business needs. * Implement Microsoft networks and domain structures to meet specific business needs. * Maintain Microsoft networks and domain structures to meet specific business needs. |

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### Course Materials

**REQUIRED**

* Textbook: Inside Out Microsoft Office 365 Administration. ISBN: 978-0-7356-7823-1

**OPTIONAL** (recommended additional materials)

* A home computer (desktop PC, or laptop) with broadband Internet access

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### Grading Criteria

**Grade Categories**  (This course uses weighted category grading to determine the final grade)

* 10% Participation
* 30% Lab Activities
* 15% Assignments
* 30% Final
* 15% Videos

**Grade Scale**  (All grades are rounded to tenths of a percent)

* **A**     89.5% - 100%
* **B**     79.5% - 89.49%
* **C**     69.5% - 79.49%
* **D**     59.5% - 69.49%
* **F**     59.49% and below

**Grade Policies**

Homework is due the session after a chapter is finished. Late work will be penalized at 50%. No late chapter quizzes, homework, or labs will be accepted during Finals week.

Any quiz where notes are allowed for the class will not be allowed for any made-up quiz.

Extra credit is Allowed. The lab, assignment, quiz, or learning experience is allowed to be made up if possible (some group learning experiences make it impossible to be made up). Alternative assignments will be allowed but the lab, assignment, quiz, or learning experience must also be completed, if possible. Alternative assignments have to be within the scope of the class and receive prior approval from the instructor. Any papers written have to be free from plagiarism. Any researched information must be properly documented. All homework, quizzes, and makeup credit needs to be turned in before final week of the quarter.

The participation grade is based on attendance. Students need to be present for any training taking place.

Unless the assigned homework is on a form for you to fill in, all assignments will be typed up. You will be expected to read the chapters as part of your homework.

Students are responsible to check their grades in Canvas. If an assignment has been turned in and there is no grade in Canvas or the grade is incorrect, contact the instructor immediately for clarification or correction.

Final course grade will be based on the instructor’s spreadsheet not on Canvas.

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**Jack Sande**

Work email:  [jsande@clark.edu](mailto:jsande@clark.edu)

Work phone:  360-992-2950

Office Hours: by appointment

Office Location:  JSH-224 (main campus)  [view campus map (Links to an external site.)](http://www.clark.edu/maps/)

**Instructor Credentials**

Jack has taught college level classes for over 10 years.

**Jack's Background**

Jack’s achievements include

Master of Arts in Education

Bachelor of Arts in Education

Associate of Arts in Microcomputer Networks

Associate of Arts in Microcomputer Applications

Microsoft Certified Systems Engineer in Microsoft NT

Microsoft Certified Professional

Network+ certification

Linux+ certification

Microsoft Certified Solutions Associate in Microsoft Server 2008

Microsoft Certified Solutions Associate in Microsoft Server 2012

Microsoft Certified IT Professional

Microsoft Technology Associate

Cisco Certified Academy Instructor

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**Policies**

**Safety and Professionalism** are qualities of behavior that are expected of all students in this course and anything else will not be tolerated. Professionalism includes reliable attendance, punctuality, use of safe procedures, care and respect for equipment and supplies, ability to follow instructions, and respect for other students, supervisors, and instructors. Safety requires care and caution with yourself and with others around you. Safety glasses for eye protection must be worn when working with hand tools.  All NTEC laboratory facilities should be considered industrial environments.

**Clark College Code of Student Conduct** specifies that students may not cheat, steal, destroy property, threaten or abuse other people, or behave disruptively or obscenely. The instructor will determine if and when students are in violation of this code of conduct and may or may not provide the student a verbal warning prior to removing the student from class depending on the severity of the situation (as determined by the instructor). Students will NOT be allowed to return to the class until they have met with the appropriate Dean of Students and consequently satisfied any additional requirements placed upon the student by the instructor.

**Cheating and Plagiarism** or aiding cheating or plagiarism is not permitted. If a student is observed cheating or assisting someone else to cheat or plagiarize (or the instructor determines that cheating or plagiarism has occurred), the student will be given a zero grade for that assignment and the violation will be filed with the Dean of Students. If the student is observed cheating or plagiarizing a second time during the duration of their time at Clark College, they will be given an F grade for that course and the violation will be filed with the Dean of Students. If the instructor determines that the possibility of cheating has occurred, the instructor may retest the student.

**ADA Accommodations**.  If you have emergency medical information which should be shared; or if you require assistance in case the building should be evacuated; please make an appointment to see your instructor for this course as soon as possible during the office hours indicated in this syllabus.  Any student with a disability who may require accommodation in order to fully participate in this class should contact the Disability Support Services Office at (360) 992-2314 or (360) 991-0901 (VP) or stop by GHL-137 (main campus).

**Non Discrimination**.  Clark College affirms a commitment to freedom from discrimination for all members of the college community.  The college expressly prohibits discrimination against any person on the basis of:  Race, color, national origin, disabled veteran status, sex, sexual orientation, age, gender identity, creed, gender expression, Vietnam-era veteran status, religion, marital status, and presence of physical, sensory or mental disability.  The responsibility for, and the protection of, this commitment extends to students, faculty, administration, staff, contractors, and those who develop or participate in college programs. It encompasses every aspect of employment and every student and community activity.

**Supplemental Syllabi Information**.  http://www.clark.edu/academics/syllabi/index.php