



North Central State College
MASTER SYLLABUS
2019-2020

A. Academic Division: Business, Industry, and Technology

B. Discipline: Computer Information Systems

C. Course Number and Title: CISS1210 Microsoft Word

D. Course Coordinator: Carmen Morrison
Assistant Dean: Toni Johnson, PhD

Instructor Information:

- Name: [Click here to enter text.](#)
- Office Location: [Click here to enter text.](#)
- Office Hours: [Click here to enter text.](#)
- Phone Number: [Click here to enter text.](#)
- E-Mail Address [Click here to enter text.](#)

E. Credit Hours: 2
Lecture: 1 hour
Laboratory: 2 hours

F. Prerequisites: Pass Computer Literacy Assessment and Keyboarding Assessment

G. Syllabus Effective Date: Fall 2019

H. Textbook(s) Title:

Go! With Microsoft Word 2016 Comprehensive, Packaged with MyITLab & eText

- Author: Gaskin, Vargas
- Year: 2017
- Edition: 1st
- ISBN: 9780134572093

I. Workbook(s) and/or Lab Manual: None

J. Course Description: This course is an introductory course in word processing using Microsoft Word for Windows. Through a series of hands-on exercises, the student will create, edit, format, and print documents. Topics include: creating, saving, retrieving, formatting, editing, printing, inserting graphic elements, merging, maintaining file organization, and using the help system.

K. College-Wide Learning Outcomes

College-Wide Learning Outcomes	Assessments - - How it is met & When it is met
Communication – Written	
Communication – Speech	
Intercultural Knowledge and Competence	
Critical Thinking	
Information Literacy	
Quantitative Literacy	

L. Course Outcomes and Assessment Methods:

Upon successful completion of this course, the student shall:

Outcomes	Assessments – How it is met & When it is met
1. Create documents using Microsoft Word	Skill exam – hands-on practice to master skills Problem-based project – appropriate application of skills to solve a problem Weeks 1-4
2. Apply tables and templates to create well-organized documents	Skill exam – hands-on practice to master skills Problem-based project – appropriate application of skills to solve a problem Weeks 5-7
3. Create research papers with references, newsletters with columns, and merged mailing labels	Skill exam – hands-on practice to master skills Problem-based project – appropriate application of skills to solve a problem Weeks 7-9
4. Apply styles and create multilevel lists and charts.	Skill exam – hands-on practice to master skills Problem-based project – appropriate application of skills to solve a problem Weeks 9-11
5. Create and apply custom styles and tables	Skill exam – hands-on practice to master skills Problem-based project – appropriate application of skills to solve a problem Weeks 12-13
6. Build documents from reusable content and using markup tools	Skill exam – hands-on practice to master skills Problem-based project – appropriate application of skills to solve a problem Weeks 14-15

M. Topical Timeline (Subject to Change):

1. Create, save and print files	Weeks 1-4
2. Insert and format text, graphics, shapes, and online video	Weeks 1-4
3. Modify document and paragraph layouts	Weeks 1-4
4. Create and modify lists and tabs	Weeks 1-4
5. Create and format tables	Weeks 5-7
6. Present a Word document online	Weeks 5-7
7. Create a custom Word template	Weeks 5-7
8. Create documents using templates	Weeks 5-7
9. Correct and reorganize text	Weeks 5-7
10. Insert footnotes, citations, and a bibliography	Weeks 7-9
11. Create and format columns	Weeks 7-9
12. Apply special character and paragraph formatting	Weeks 7-9
13. Create mailing labels using Mail Merge	Weeks 7-9
14. Create, apply and modify styles	Weeks 9-11
15. Create a multi-level list	Weeks 9-11
16. Insert and format charts	Weeks 9-11
17. Create and apply custom table styles	Weeks 12-13
18. Use nested tables	Weeks 12-13
19. Insert an Excel spreadsheet	Weeks 12-13
20. Create and use building blocks	Weeks 14-15
21. Create and save a Theme template	Weeks 14-15
22. Insert and delete comments	Weeks 14-15

- 23. Track changes
- 24. View side by side, compare and combine documents

Weeks 14-15
Weeks 14-15

N. Course Assignments:

- 1. Practice labs to develop mastery of skills
- 2. Exams
- 3. Problem-based Projects to apply skills to solve problems

O. Recommended Grading Scale:

NUMERIC	GRADE	POINTS	DEFINITION
93-100	A	4.00	Superior
90-92	A-	3.67	Superior
87-89	B+	3.33	Above Average
83-86	B	3.00	Above Average
80-82	B-	2.67	Above Average
77-79	C+	2.33	Average
73-76	C	2.00	Average
70-72	C-	1.67	Below Average
67-69	D+	1.33	Below Average
63-66	D	1.00	Below Average
60-62	D-	0.67	Poor
00-59	F	0.00	Failure

P. Grading and Testing Guidelines:

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Q. Examination Policy:

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R. Class Attendance and Homework Make-Up Policy:

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S. Classroom Expectations:

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T. College Procedures/Policies:

Important information regarding College Procedures and Policies can be found on the [syllabus supplement](https://sharept.ncstatecollege.edu/committees/1/curriculum/SiteAssets/SitePages/Home/SYLLABUS%20SUPPLEMENT.pdf) located at <https://sharept.ncstatecollege.edu/committees/1/curriculum/SiteAssets/SitePages/Home/SYLLABUS%20SUPPLEMENT.pdf>

The information can also be found Choose an item.