



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: CISS1240 Microsoft Office Workplace Technology
- 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 and Keyboarding Assessment
- G. Syllabus Effective Date: Summer 2019
- H. Textbook(s) Title: None
- I. Workbook(s) and/or Lab Manual: None
- J. Course Description: This course introduces business productivity tools for time management, collaboration, data organization and communication in today's workplace business environment. Cloud-based productivity tools will be used to manage group collaboration, organize and share data, and communicate using real-time collaboration tools and advanced features of electronic mail.
- K. College-Wide Learning Outcomes

College-Wide Learning Outcome	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 will:

Outcomes	Assessments – How it is met & When it is met
1. Synchronize and share information using secure cloud-based storage	Hands-on application project Weeks 1-5
2. Plan and conduct virtual meetings and collaborate in real time 3.	Virtual Meetings and shared-file collaboration Weeks 6-7
4. Effectively manage contacts, groups, and email communication including the use of automation tools	Hands-on application projects Weeks 8-11
5. Create and manage workflows, projects, tasks and calendars	Hands-on application projects Weeks 12-14
6. Research emerging technologies in the workplace	Research presentation Weeks 15-16

M. Topical Timeline (Subject to Change):

1. Understand cloud-based computing concepts and mechanics	Weeks 1-5
2. Identify security concerns in the cloud	Weeks 1-5
3. Consider options when selecting services	Weeks 1-5
4. Identify common business uses for cloud-based tools	Weeks 1-5
5. Sync and store files across devices	Weeks 1-5
6. Share Files	Weeks 1-5
7. Maintain control and manage permissions for shared content	Weeks 1-5
8. Maintain a version history for important documents and files	Weeks 1-5
9. Create and manage passwords	Weeks 1-5
10. Identify user mistakes that lead to security problems	Weeks 1-5
11. Learn ways to protect yourself when using the cloud	Weeks 1-5
12. Take notes and stay organized using cloud-based notebooks	Weeks 1-5
13. Collaborate in real time	Weeks 6-7
14. Plan and conduct a virtual meeting	Weeks 6-7
15. Communicate with group messaging	Weeks 6-7
16. Conduct interactive polling	Weeks 6-7
17. Share screens and virtual whiteboards	Weeks 6-7
18. Record and play back virtual meetings	Weeks 6-7
19. Learn etiquette and strategies for real-time collaboration	Weeks 6-7
20. Learn strategies for effectively using chat or group messaging	Weeks 6-7
21. Configure email account and profile	Weeks 8-11
22. Manage contacts and groups	Weeks 8-11
23. Create e-mail rules, automatic notifications and Quick Parts	Weeks 8-11
24. Create, manage and share electronic calendars	Weeks 12-14
25. Create surveys, quizzes, polls	Weeks 12-14
26. Create and manage projects, tasks, workflows	Weeks 12-14
27. Identify resources to continuously adapt to evolving technologies	Weeks 15-16

N. Course Assignments:

1. Hands-on application projects

2. Virtual meetings and collaboration
3. Research presentations

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:

Click here to enter text.

Q. Examination Policy:

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R. Class Attendance and Homework Make-Up Policy:

Click here to enter text.

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.