



North Central State College  
**MASTER SYLLABUS**  
**2019-2020**

- A. Academic Division: Business, Industry, and Technology
- B. Discipline: Information Technology – Software Development
- C. Course Number and Title: ITEC1810 - Microsoft Office for IT Professionals
- 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: 3  
Lecture: 2 hours  
Laboratory: 2 hours
- F. Prerequisites: CISS1020 or Pass Computer Literacy Assessment
- G. Syllabus Effective Date: Fall 2019
- H. Textbook(s) Title:

*Exploring Microsoft Office 2016, Volume 1*

- Authors: Poatsy, Mulbery, Kebs, et. Al.
- Copyright Year: 2017
- Edition: 1<sup>st</sup>
- ISBN#: 9780134526454

- I. Workbook(s) and/or Lab Manual: None
- J. Course Description: This course prepares students to use the advanced features of Microsoft Office in a business environment. The skills learned in this course will prepare students to support business users, use the integrated tools within Microsoft Office, and apply advanced skills for analysis, reporting and presentations. Students are expected to be familiar with the fundamentals of Microsoft Windows, Word, Excel, Access, and PowerPoint. Upon completion, students should be able to demonstrate competency by producing integrated presentations, documents, spreadsheets, and relational databases.
- 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	

<b>College-Wide Learning Outcome</b>	<b>Assessments - - How it is met &amp; When it is met</b>
Critical Thinking	
Information Literacy	
Quantitative Literacy	

L. Course Outcomes and Assessment Methods:

Upon successful completion of this course, the student shall:

<b>Outcomes</b>	<b>Assessments – How it is met &amp; When it is met</b>
1. Collaborate with users to create shared and integrated documents using collaboration tools with Microsoft Word, PowerPoint and Excel	Exams Projects Weeks 1-16
2. Design, create, edit and share professional documents, research documents, and mail merge documents using Microsoft Word	Exams Projects Week 1-4
3. Design, create, edit and share presentations using special effects and various forms of media from outside sources using Microsoft PowerPoint	Exams Projects Weeks 5-6
4. Analyze data by identifying patterns, interpret results and solve complex problems for making decisions about business situations using Microsoft Excel	Exams Projects Weeks 7-13
5. Design, create and administer relational databases to collect and organize data and produce reports and queries for data analysis using Microsoft Access	Exams Projects Weeks 14-16

M. Topical Timeline (Subject to Change):

<b>1. Microsoft Word</b>	<b>Weeks 1-4</b>
a. Create, collaborate and share documents using document collaboration and integration tools	Weeks 1,2,4
b. Produce professional documents by creating tables to organize and present data and preparing mail merged documents	Weeks 3,4
c. Prepare research documents by using appropriate writing styles and citing sources	Week 4
<b>2. Microsoft PowerPoint</b>	<b>Weeks 5-6</b>
a. Planning, preparing and presenting professional presentations using Microsoft PowerPoint	Weeks 5,6
b. Enhance presentations with themes, illustrations, infographics, pictures, audio, videos, and other forms of media	Weeks 5,6
c. Create and use outlines, slide masters, and templates	Weeks 5,6
<b>3. Microsoft Excel</b>	<b>Weeks 7-13</b>
a. Design, create, format and manage professional workbooks	Weeks 7,13
b. Perform quantitative analysis by creating, analyzing, and troubleshooting formulas using absolute, relative and mixed cell references and range names	Weeks 8,13
c. Perform statistical analysis using statistical functions and analysis tools	Weeks 9,13
d. Design and create effective summarization of data using subtotals, charts, pivot tables, and pivot charts	Weeks 10,13

- e. Manage large volumes of data using tables, filters, structures references and conditional formatting for quick analysis Weeks 11,13
- f. Use decision-making tools by performing What-If-Analysis using Goal Seek, Scenarios and Solver Weeks 12,13
- 4. Microsoft Access **Weeks 14-16****
  - a. Learn database design principles, understand relational power and know when to use Access or Excel to manage data Weeks 14,16
  - b. Design and create related database tables to organize data Weeks 14,16
  - c. Design and create single and multi-table queries to extract data to make business-related decisions Weeks 15,16
  - d. Design and create professional forms and reports for data input and reporting Weeks 15,16

N. Course Assignments:

1. Reading text and/or view demonstrations, webinars, videos
2. Skill-based exams (assess ability to recall and execute necessary steps to successfully complete tasks)
3. Problem-based projects (assess ability to apply Microsoft Office skills to solve a business problem)

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:

[Click here to enter text.](#)

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](#) located at**

**<https://sharept.ncstatecollege.edu/committees/1/curriculum/SiteAssets/SitePages/Home/SYLLABUS%20SUPPLEMENT.pdf>**

**The information can also be found** Choose an item.