# North Central State College

| MASTER SYLLABUS | 2025-2026 |
|---|---|

A. <u>Academic Division</u>:  Engineering Technology, Business & Criminal Justice Division

B. <u>Discipline</u>:  Computer Information Systems

C. <u>Course Number and Title</u>:  CISS1210 Microsoft Word

D. <u>Assistant Dean</u>:  Brooke Miller, M.B.A.

E. <u>Credit Hours</u>:  2
        Lecture:  1 hour
        Laboratory:  2 hours

F. <u>Prerequisites</u>:  None.

G. <u>Last Course/Curriculum Revision Date</u>:  Fall 2025     Origin date:  05/11/2011

H. <u>Textbook(s) Title</u>:

*MyLab IT with Pearson eText Access Code for GO! Microsoft 365: 2025 Edition*
- Author: Gaskin, Vargas
- Year: 2025
- Edition: 2025
- Bookstore Code:  9780135418673

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

J. <u>Course Description</u>:  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. <u>College-Wide Learning Outcomes</u>

| 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 | |

# North Central State College
## SYLLABUS ADDENDUM

| | | | |
|---|---|---|---|
| **Academic Division:** | Engineering Technology, Business & Criminal Justice Division | **Discipline:** | Computer Information Systems |
| **Course Coordinator:** | Carmen Morrison | | |
| **Course Number:** | CISS1210 | **Course Title:** | Microsoft Word |
| **Semester / Session:** | Fall 2025 - A | **Start / End Date:** | 8/11/25 thru 10/3/25 |

**Instructor Information**

| | | | |
|---|---|---|---|
| **Name:** | Carmen Morrison | **Credentials:** | M.S., Management in Information Systems - Strategy and Technology<br>B.S., Computer Information Systems |
| **Phone Number:** | 419-755-4865 | **E-Mail Address:** | cmorrison@ncstatecollege.edu |
| **Office Location:** | Kehoe 239 and Online via Zoom – Zoom Link: https://tinyurl.com/cmorrisonoffice | **Office Hours:** | Mon 4:30-7:00pm online https://tinyurl.com/cmorrisonoffice<br>Thu 12:30-3pm Kehoe 239<br>Other days/times by appointment |

II.     **Topical Timeline (Subject to Change – refer to Canvas for schedule):**

| Week | Topic | Assignment | Due Date |
|---|---|---|---|
| Weeks 1,2 | Create a New Document and Insert Text<br>Insert and Format Graphics<br>Insert and Modify Text Boxes and Shapes<br>Preview and Print a Document<br>Change Document and Paragraph Layout<br>Create and Modify Lists<br>Set and Modify Tab Stops<br>Insert and Format a SmartArt Graphic | Chapter 1 Simulated Trainings<br><br>Chapter 1 Application Projects | 8/18//25<br><br>8/21/25 |
| Week 3 | Create a Table for a Resume<br>Format a Rows, Columns, and Cells in a Table<br>Format Paragraphs and Borders in a Table<br>Create a Letterhead for a Cover Letter<br>Create a Cover Letter and Correct and Reorganize Text<br>Use the Word Editor to Check Your Document | Chapter 2 Simulated Trainings<br><br>Chapter 2 Application Projects | 8/25/25<br><br>8/28/25 |

| Weeks 4,5 | Create a Research Paper Insert Footnotes in a Research Paper Create Citations and a Bibliography in a Research Paper Save Documents in Alternative File Formats and Use Research Tools, Read Mode, and PDF Reflow Format a Multiple-Column Newsletter Use Special Character and Paragraph Formatting Create Mailing Labels Using Mail Merge | Chapter 3 Simulated Trainings Chapter 3 Application Projects | 9/4/25 9/8/25 |
| --- | --- | --- | --- |
| Weeks 5,6 | Apply and Modify Styles Create New Styles Manage Styles Create a Multilevel List Change Style Set of a Document Apply a Template Insert a Chart Enter Data into a Chart Change a Chart Type Format a Chart Save a Chart as a Template | Chapter 4 Simulated Trainings Chapter 4 Application Projects | 9/11/25 9/15/25 |
| Weeks 6,7 | Create and Apply a Custom Table Style Format Cells Use Advanced Table Features Modify Table Properties Draw a Freeform Table Use Nested Tables Insert an Excel Spreadsheet | Chapter 5 Simulated Trainings Chapter 5 Application Projects | 9/18/25 9/22/25 |
| Weeks 7,8 | Create Custom Building Blocks Create and Save a Theme Template Create a Document by Using Building Blocks Use Comments in a Document Track Changes in a Document View Side by Side, Compare and Combine Documents | Chapter 6 Simulated Trainings Chapter 6 Application Projects | 9/25/25 9/29/25 |
| Week 8 | | Final Project | 10/2/25 |

## II. Grading and Testing Guidelines:

| Activity | Qty | Points | Percentage |
| --- | --- | --- | --- |
| Training Exercises | 12 | 139 | 40% |
| Application Projects | 9 | 900 | 50% |
| Final Project | 1 | 100 | 10% |

- Grading scale is the college 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 |

### III. Examination Policy:

- Assignments are completed using Canvas and MyITLab. You are permitted to use your textbook and MyITLab, but you are required to complete the assignments independently.
- Projects are completed using Microsoft Office and the internet. You are permitted to use your textbook and MyITLab, but you are required to complete the assignment independently and submit your own files.
- Free Tutoring Service is available: https://ncstatecollege.edu/student-services/tutoring/

### Assignment Policy:

- Microsoft Office software is required and is provided to students for FREE at: https://ncstatecollege.edu/help-documents-and-tutorials/student-email-office-365/
- Assignments are due before midnight every Monday and Thursday. There is flexibility in the schedule as assignments are allowed to be submitted early.
- It is recommended to not wait until Monday or Thursday night to begin working on assignments. The schedule allows for 3-4 days to do each assignment.
- Late work is deducted 5% each day late with maximum deduction of 40%.
  Contact the instructor in advance if you are unable to meet a deadline to determine if an alternate schedule can be considered.
- Be certain to have a back-up plan in case you experience computer/internet problems. There are free computer labs at the college for you to use, as well as loaner laptops.
- For projects, you must download your own files, do your own work, and upload your own files. Plagiarism is a serious offense and will result in failure of the assignment and/or course.
- If you need assistance with the course assignments, contact the Tutoring Department or the Instructor. Tutoring Information (free) can be found at: https://ncstatecollege.edu/student-services/tutoring/

### IV. Course Attendance and Late Assignment Policy:

- Class attendance is recorded by completion of weekly assignments and activities.
  Logging into Canvas and accessing the course is not counted as attendance.
- Except for the final project, all assignments are allowed to be submitted late; there is a 5% late point deduction for each day late with a maximum deduction of 40%.
- Contact the instructor in advance if you are unable to meet a deadline to determine if an alternate schedule can be considered.
  Excused absences include:
  a. Hospitalization
  b. Death in the family
  c. Personal illness or illness in immediate family
  d. Military leave
  e. Travel for employment

### V. Course Expectations:

- All students are expected to demonstrate professional behavior and use language appropriate for the learning experience, both written and orally.
- For online classes, students are required to have access to an internet connection and a laptop or desktop computer. Chromebooks are not adequate for this course.

MacBooks are acceptable, however, there may be some assignments that can only be completed on a Windows computer.

The college provides free computer labs - https://ncstatecollege.edu/student-services/computer-labs/

and loaner laptops - https://ncstatecollege.edu/advocacy-and-resources/ - select Technology Resources

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<br>Problem-based project<br>Beginning of term |
| 2. Apply tables and templates to create well-organized documents | Skill exam<br>Problem-based project<br>Beginning of term |
| 3. Create research papers with references, newsletters with columns, and merged mailing labels | Skill exam<br>Problem-based project<br>Middle of term |
| 4. Apply styles and create multilevel lists and charts. | Skill exam<br>Problem-based project<br>Middle of term |
| 5. Create and apply custom styles and tables | Skill exam<br>Problem-based project<br>End of term |
| 6. Build documents from reusable content and using markup tools | Skill exam<br>Problem-based project<br>End of term |

M.	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 |
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| 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 |

N.    College Procedures/Policies:

North Central State College believes that every student is a valued and equal member of the community.*  Every student brings different experiences to the College, and all are important in enriching academic life and developing greater understanding and appreciation of one another. Therefore, NC State College creates an inclusive culture in which students feel comfortable sharing their experiences. Discrimination and prejudice have no place on the campus, and the College takes any complaint in this regard seriously. Students encountering aspects of the instruction that result in barriers to their sense of being included and respected should contact the instructor, assistant dean, or dean without fear of reprisal.

*    *Inclusive of race, color, religion, gender, gender identity or expression, national origin (ancestry), military status (past, present or future), disability, age (40 years or older), status as a parent during pregnancy and immediately after the birth of a child, status as a parent of a young child, status as a foster parent, genetic information, or sexual orientation*

**Important information regarding College Procedures and Policies can be found on the syllabus supplement located at**
**https://ncstatecollege.edu/documents/President/PoliciesProcedures/PolicyManual/Final%20PDFs/14-081b.pdf**