North Central State College

MASTER SYLLABUS	2025-2026

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

B.   <u>Discipline</u>: Information Technology – Cyber Security

C.   <u>Course Number and Title</u>: ITEC1810 - Microsoft Office for IT Professionals

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

E.   <u>Credit Hours</u>: 3
        Lecture: 2 hours
        Laboratory: 2 hours

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

G.   <u>Last Course/Curriculum Revision Date</u>: Fall 2024   Origin date: 02/12/2014

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 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.   <u>College-Wide Learning Outcomes</u>:

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	

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North Central State College
SYLLABUS ADDENDUM

Academic Division:	Engineering Technology, Business & Criminal Justice Division	**Discipline:**	Information Technology
Course Coordinator:	Carmen Morrison		
Course Number:	ITEC1810	**Course Title:**	Microsoft Office for IT Professionals
Semester / Session:	Fall 2025	**Start / End Date:**	1/13/2025 thru 5/9/2025

Instructor Information

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

I. Topical Timeline / Course Calendar (Subject to Change – refer to Canvas for schedule):

Weeks	Topics	Assignment	Due Date
Microsoft Word			
Weeks 2,3,4	Create, collaborate and share documents using document collaboration and integration tools	Word Chapter 6 Training exercise using Simulation of Office and Learning Aids Word Chapter 6 Application Projects using Microsoft Word	8/28/25 (9/1 holiday) 9/4/25
Weeks 4,5	Produce professional documents by creating tables to organize and present data and preparing mail merged documents	Word Chapter 8 Training exercise using Simulation of Office and Learning Aids Word Chapter 8 Application Projects using Microsoft Word	9/8/25 9/11/25
Week 6	Prepare research documents by using appropriate writing styles and citing sources	Word Chapter 9 Training exercise using Simulation of Office and Learning Aids Word Chapter 9 Application Projects using Microsoft Word	9/15/25 9/18/25
Microsoft Excel			
Week 7	Design, create, format and manage professional workbooks	Excel Chapter 3 Training exercise using Simulation of Office and Learning Aids Excel Chapter 3 Application Projects using Microsoft Excel	9/22/25 9/25/25

Weeks	Topics	Assignment	Due Date
Week 8	Perform quantitative analysis by creating, analyzing, and troubleshooting formulas using absolute, relative and mixed cell references and range names	Excel Chapter 4 Training exercise using Simulation of Office and Learning Aids Excel Chapter 4 Application Projects using Microsoft Excel	9/29/25 10/2/25
Week 8		Midterm Quiz	10/2/25
Week 9:	**Fall Break 10/4-12/2025**		
Week 10	Perform statistical analysis using statistical functions and analysis tools	Excel Chapter 5 Training exercise using Simulation of Office and Learning Aids Excel Chapter 5 Application Projects using Microsoft Excel	10/13/25 10/16/25
Week 11	Design and create effective summarization of data using subtotals, charts, pivot tables, and pivot charts	Excel Chapter 6 Training exercise using Simulation of Office and Learning Aids Excel Chapter 6 Application Projects using Microsoft Excel	10/20/25 10/23/25
Week 12	Manage large volumes of data using tables, filters, structures references and conditional formatting for quick analysis	Excel Chapter 7 Training exercise using Simulation of Office and Learning Aids Excel Chapter 7 Application Projects using Microsoft Excel	10/27/25 10/30/25
Microsoft Access			
Week 13	Learn database design principles, understand relational power and know when to use Access or Excel to manage data	Access Chapter 1 Training exercise using Simulation of Office and Learning Aids	11/3/25
Week 13	Design and create related database tables to organize data	Access Chapter 2 Training exercise using Simulation of Office and Learning Aids	11/6/25
Week 14	Design and create single and multi-table queries to extract data to make business-related decisions	Access Chapter 3 Training exercise using Simulation of Office and Learning Aids	11/10/25
Microsoft PowerPoint			
Weeks 14,15	Planning, preparing and presenting professional presentations using Microsoft PowerPoint	PowerPoint Chapter 3 Training exercise using Simulation of Office and Learning Aids PowerPoint Chapter 3 Application Projects using Microsoft PowerPoint	11/13/25 11/17/25

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Weeks	Topics	Assignment	Due Date
Weeks 15,16	Enhance presentations with themes, illustrations, infographics, pictures, audio, videos, and other forms of media	PowerPoint Chapter 6 Training exercise using Simulation of Office and Learning Aids	11/20/25
		PowerPoint Chapter 6 Application Projects using Microsoft PowerPoint	11/24/25
Week 17	Create and use outlines, slide masters, and templates	PowerPoint Chapter 8 Training exercise using Simulation of Office and Learning Aids	(Holiday 11/27/25) 12/1/25
		PowerPoint Chapter 8 Application Projects using Microsoft PowerPoint	12/4/25
Week 18		Final Project	12/8/25
Week 18		Evaluation	12/11/25

II. Grading and Testing Guidelines:

Activity	Qty	Points	Percentage
Training Exercises	28	2800	40%
Application Projects	22	2200	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. Collaborate with users to create shared and integrated documents using collaboration tools with Microsoft Word, PowerPoint and Excel	Skill exams Problem-based project Beginning of term
2. Design, create, edit and share professional documents, research documents, and mail merge documents using Microsoft Word	Skill exams Problem-based project Beginning of term
3. Design, create, edit and share presentations using special effects and various forms of media from outside sources using Microsoft PowerPoint	Skill exams Problem-based project Middle of term
4. Analyze data by identifying patterns, interpret results and solve complex problems for making decisions about business situations using Microsoft Excel	Skill exams Problem-based project Middle of term
5. Design, create and administer relational databases to collect and organize data and produce reports and queries for data analysis using Microsoft Access	Skill exams Problem-based project 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
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

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/14081b.pdf