



North Central State College

MASTER SYLLABUS

2025-2026

- A. Academic Division: Engineering Technology, Business & Criminal Justice Division
- B. Discipline: Computer Information Systems
- C. Course Number and Title: CISS1210 Microsoft Word
- D. Assistant Dean: Brooke Miller, M.B.A.
- E. Credit Hours: 2
Lecture: 1 hour
Laboratory: 2 hours
- F. Prerequisites: None.
- G. Last Course/Curriculum Revision Date: Fall 2025 Origin date: 05/11/2011
- H. Textbook(s) Title:
MyLab IT with Pearson eText Access Code for GO! Microsoft 365: 2025 Edition
 - Author: Gaskin, Vargas
 - Year: 2025
 - Edition: 2025
 - Bookstore Code: 9780135418673
- 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 Problem-based project Beginning of term
2. Apply tables and templates to create well-organized documents	Skill exam Problem-based project Beginning of term
3. Create research papers with references, newsletters with columns, and merged mailing labels	Skill exam Problem-based project Middle of term
4. Apply styles and create multilevel lists and charts.	Skill exam Problem-based project Middle of term
5. Create and apply custom styles and tables	Skill exam Problem-based project End of term
6. Build documents from reusable content and using markup tools	Skill exam 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/14-081b.pdf>



North Central State College
SYLLABUS ADDENDUM

Academic Division:	Engineering Technology, Business & Criminal Justice Division	Discipline:	Computer Information Systems
Course Coordinator:	Carmen Morrison		
Course Number:	CISS1210-920 CISS1210-921	Course Title:	Microsoft Word
Semester / Session:	Section 920: Spring 2026 – B Section 921: Spring 2026 - A	Start / End Date:	Section 920: 3/16/26 - 5/8/26 Section 921: 1/12/26 – 3/6/26

Instructor Information

Name:	Carmen Morrison	Credentials:	M.S., Management in Information Systems - Strategy and Technology 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 Thu 12:30-3pm Kehoe 239 Other days/times by appointment

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

Week	Topic	Assignment	Section 921 Session B Due Date	Section 920 Session A Due Date
Weeks 1,2	Create a New Document and Insert Text Insert and Format Graphics Insert and Modify Text Boxes and Shapes Preview and Print a Document Change Document and Paragraph Layout Create and Modify Lists Set and Modify Tab Stops Insert and Format a SmartArt Graphic	Chapter 1 Simulated Trainings Chapter 1 Application Projects	3/23/26 3/26/26	Holiday: 1/19/26 1/22/26 1/26/26

Week 3	Create a Table for a Resume Format a Rows, Columns, and Cells in a Table Format Paragraphs and Borders in a Table Create a Letterhead for a Cover Letter Create a Cover Letter and Correct and Reorganize Text Use the Word Editor to Check Your Document	Chapter 2 Simulated Trainings Chapter 2 Application Projects	3/30/26 4/2/26	1/29/26 2/2/26
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	4/6/26 4/9/26	2/5/26 2/9/26
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	4/13/26 4/16/26	2/12/26 2/16/26
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	4/20/26 4/23/26	2/19/26 2/23/26

Weeks 7,8	Create Custom Building Blocks	Chapter 6 Simulated Trainings	4/27/26	2/26/26
	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 Application Projects	4/30/26	3/2/26
Week 8		Final Project	5/4/26	3/5/26

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
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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

III. Examination Policy:

- Projects, which are your “exams” for this course, 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/>
- Section IV below explains the late policy.

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.
- Section IV below explains the late policy.

- 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:

- **Attendance**
Attendance in this course is measured by the **completion of weekly assignments and activities**. Simply logging into Canvas or viewing course materials does **not** count as attendance.
- **Late Assignments**
To support consistent learning, time management, and professional responsibility, the following late-work policy applies:
 - Late submissions are accepted **up to one week after the due date only**.
 - Assignments submitted late will receive a **20% point deduction**.
 - Assignments submitted **more than one week late will not be accepted**.
 - **No late assignments are accepted after the last day of the term**.
 - Assignments due during **finals week are final** and must be submitted by the posted deadline.
- i. **Extenuating Circumstances**
Students experiencing extenuating circumstances are encouraged to **contact the instructor as soon as possible** to discuss potential accommodations. In some cases, **advance notice may be required**.
 - Approval of late or make-up work is **not guaranteed** and is determined at the instructor's discretion.
 - Requests that do not align with this policy may be denied.
- **Faculty and Administrative Support**
This policy is supported by the **Business and Accounting Faculty, Dean and Assistant Dean**, who expect students to communicate promptly with their instructor when emergencies arise. This expectation reflects professional workplace standards, where timely communication is required if deadlines or responsibilities cannot be met.
- ii. **Advance Communication**
Students who anticipate difficulty meeting a deadline should **contact the instructor in advance** to determine whether an alternate schedule may be considered.
- iii. **Excused Absences**
Excused absences include the following circumstances:
 - Hospitalization
 - Death in the family
 - Personal illness or illness of an immediate family member
 - Military leave
 - Employment-related travel

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