# 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>:  CISS1240 Microsoft Office Workplace Technology

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 2024      Origin date:  01/17/2019

H.     <u>Textbook(s) Title</u>:  None

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

J.     <u>Course Description</u>:  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.     <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 | |

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 Beginning of term |
| 2. Plan and conduct virtual meetings and collaborate in real time | Virtual Meetings and shared-file collaboration Beginning of term |
| 3. Effectively manage contacts, groups, and email communication including the use of automation tools | Hands-on application projects Middle of term |
| 4. Create and manage workflows, projects, tasks and calendars | Hands-on application projects Middle of term |
| 5. Research emerging technologies in the workplace | Research presentation 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**

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|---|---|---|---|
| **Academic Division:** | Engineering Technology, Business & Criminal Justice Division | **Discipline:** | Computer Information Systems |
| **Course Coordinator:** | Carmen Morrison | | |
| **Course Number:** | CISS1240 | **Course Title:** | Microsoft Workplace Technologies |
| **Semester / Session:** | Spring 2026-A | **Start / End Date:** | 1/12/2026 – 3/6/2026 |

**Instructor Information**

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|---|---|---|---|
| **Name:** | Carmen Morrison | **Phone Number:** | 419-755-4865 |
| | | **E-Mail Address:** | cmorrison@ncstatecollege.edu |
| **Office Location:** | Kehoe 239 and https://tinyurl.com/cmorrisonoffice | **Office Hours:** | Mon 6-8pm https://tinyurl.com/cmorrisonoffice Thu 1-3pm https://tinyurl.com/cmorrisonoffice or by appointment on campus |

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

| Week | Topic | Assignment | Due Date |
|---|---|---|---|
| Weeks 1,2 | • LinkedIn Professional Network | Create Linked In Profile | Holiday: 1/19/26 1/22/26 |
| | • AI in Business Profession | Complete AI in Business Profession module | 1/26/26 |
| Weeks 3,4 | • Microsoft's AI companion, Copilot, and how it can enhance workflow | Complete Microsoft Copilot module | 2/2/26 |
| Weeks 4, 5 | • Using Copilot for research and report writing | Complete Discussion postings | 2/9/26 |

| Weeks 5, 6 | • The Impact of AI on Customer Service in Business | Complete research and report | 2/16/26 |
|---|---|---|---|
| Week 6, 7 | • Business Communication and Organization tools using Microsoft Outlook | Complete Outlook Essential Trainings module | 2/23/26 |
| Weeks 7, 8 | • Business Process Automation using Microsoft Power Automate | Complete Power-Automate Essential Trainings module | 2/26/26 |
| Week 8 | | Final Project | 3/6/26 |

## II. Grading and Testing Guidelines:

| Activity | Qty | Points | Percentage |
|---|---|---|---|
| Discussions | 1 | 100 | 10% |
| Assignments | 7 | 700 | 70% |
| Final Project | 1 | 100 | 20% |

Grading scale is the college grading scale:

| NUMERIC | GRADE | POINTS | DEFINITION |
|---|---|---|---|
| 93–100 | A | 4.00 | Superior |
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| 87–89 | B+ | 3.33 | Above Average |
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| 00-59 | F | 0.00 | Failure |

## III. Examination Policy:

- Free Tutoring Service is available: https://ncstatecollege.edu/student-services/tutoring/
- Section IV below explains the late policy.

**Assignment Policy:**
- No assignments are timed and all assignments are open-book.
- 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.
- Do not wait until Monday or Thursday night to begin working on your assignment. You are given at least 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.
- Please 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.
- **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.
- **Advance Communication**
  Students who anticipate difficulty meeting a deadline should **contact the instructor in advance** to determine whether an alternate schedule may be considered.
- **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