



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: CISS1020 – Digital Literacy and Applications
- D. Assistant Dean: Brooke Miller, M.B.A.
- E. Credit Hours: 3
Lecture: 2 hours
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 Instant Access for GO! 2025 with Technology in Action 18e.*
 - Author: Evans, Martin, Poatsy
 - Year: 2025
 - Edition: 2025
 - ISBN: 9780135464892
- I. Workbook(s) and/or Lab Manual: None
- J. Course Description: Digital Literacy and Applications is a course to provide students with a working knowledge of computer concepts and essential skills necessary for work and communication in today's society. Topics include technology concepts, operating systems, web browsers, cloud applications, security, digital profile, information literacy, hardware, networks, e-mail, word processing, spreadsheets, databases and presentation software. TAG#: OBU003
- 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. Identify hardware and software systems with a focus on personal computers and emerging technologies. | Simulation exercise Report Beginning of term |
| 2. Identify the components of a computer system. | Simulation exercise Report Beginning of term |
| 3. Demonstrate efficient file management techniques using an operating system's file management tools. | Simulation exercise Projects Beginning of term End of term |
| 4. Describe the basic concepts of information systems. | Simulation exercise Beginning of term |
| 5. Evaluate the current value, the potential value, the limitations, and potential dangers (e.g., violation of privacy, copyright, software piracy, and computer crime) in the use of computers. | Discussion Beginning of term |
| 6. Apply appropriate technology tools and resources to locate and retrieve information from various sources. | Simulation exercise Beginning of term Middle of term |
| 7. Demonstrate the ability to create documents and manipulate text data using the current available software. | Exam Problem-based projects Middle of term |
| 8. Demonstrate the ability to organize and manipulate numerical data using the currently available spreadsheet software. | Exam Problem-based projects End of term |
| 9. Demonstrate the ability to create and manipulate simple presentation materials using the currently available presentation software. | Exam Problem-based projects End of term |
| 10. Demonstrate the ability to create and manipulate simple databases using the currently available database software. | Exam Problem-based projects End of term |
| 11. Evaluate the role of information systems in supporting organizational goals. | Simulation exercises Beginning of term |
| 12. Demonstrate use of email systems and use proper etiquette and netiquette when communicating electronically. | Lab assignment Quiz Middle of term |
| 13. Evaluate the ethical, social and political impact of information systems. | Simulation exercise Discussion Beginning of term |
| 14. Evaluate the strengths and weaknesses of computer functions and information systems. | Simulation exercise Beginning term |
| 15. Navigate Intranet and Internet applications. | Simulation exercise Projects Beginning of term End of term |
| 16. Recognize fundamental networking technologies (e.g., wireless, cellular). | Simulation exercise Middle 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

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|----------------------------|---|--------------------------|---------------------------------|
| Academic Division: | Engineering Technology, Business & Criminal Justice Division | Discipline: | Computer Information Systems |
| Course Coordinator: | Carmen Morrison | | |
| Course Number: | CISS1020 | Course Title: | Digital Literacy & Applications |
| Semester / Session: | Spring 2026 | Start / End Date: | 1/12/2026 - 5/8/2026 |

Instructor Information

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|-------------------------|--|------------------------|--|
| 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 at Kehoe 239 Other days/times by appointment |

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

| Weeks | Topics | Assignments | Due Date |
|-------------|---|--|----------|
| Weeks 3,5,6 | 1. Identify hardware and software systems with a focus on personal computers and emerging technologies. | Chapter 2: Looking at Computers: Understanding the Parts | 1/26/26 |
| | | Chapter 2 Helpdesk: Exploring Storage Devices and Ports | 1/26/26 |
| | | Chapter 2 Helpdesk: Understanding Bits and Bytes | 1/26/26 |
| | | Chapter 2 Technology Mini Sim: What is a Computer? | 1/26/26 |
| | | Chapter 4 DSM: Application Software: Programs That Let You Work and Play | 2/9/26 |
| | | Chapter 4 Helpdesk: Buying and Installing Software | 2/9/26 |

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| | | Chapter 4 Helpdesk: Choosing Software | 2/9/26 |
| | | Chapter 4 Technology Mini Sim: Application Software | 2/9/26 |
| | | Chapter 4 Software as a Service (SaaS) | 2/12/26 |
| | | Chapter 5 DSM: System Software: The Operating System, Utility Programs, and File Management | 2/16/26 |
| | | Chapter 5 Helpdesk: Starting the Computer: The Boot Process | 2/16/26 |
| | | Chapter 5 Technology Mini Sim: System Software | 2/16/26 |
| Week 3 | 2. Identify the components of a computer system. | Chapter 2: Looking at Computers: Understanding the Parts | 1/29/26 |
| | | Chapter 2 Helpdesk: Exploring Storage Devices and Ports | 1/29/26 |
| | | Chapter 2 Technology Mini Sim: What is a Computer? | 1/29/26 |
| Week 6 | 3. Demonstrate efficient file management techniques using an operating system's file management tools. | Chapter 5 Helpdesk: Organizing Your Computer: File Management | 2/19/26 |
| | | Chapter 5 Technology Mini Sim: File Management | 2/19/26 |
| Weeks 1, 2 | 4. Describe the basic concepts of information systems. | Chapter 1: The Impact of Technology in a Changing World | Holiday 1/19/26 1/22/26 |
| | | Chapter 1 Helpdesk: Technology Impacts | 1/22/26 |
| | | Chapter 1 Helpdesk: The Impact of Artificial Intelligence | 1/22/26 |
| | | Chapter 1 Technology Mini Sim: Technology and Ethics | 1/22/26 |

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| Weeks 2,7,11 | 5. Evaluate the current value, the potential value, the limitations, and potential dangers (e.g., violation of privacy, copyright, software piracy, and computer crime) in the use of computers. | Chapter 1 – Ethics Discussion - Using Student Data for Course Predictions | 1/15/26 |
| | | Chapter 1 Helpdesk: Technology Impacts | 1/22/26 |
| | | Chapter 1 DSM: The Impact of Technology in a Changing World | 1/22/26 |
| | | Chapter 1 Technology Mini Sim: Technology and Ethics | 1/22/26 |
| | | Chapter 1 Helpdesk: The Impact of Artificial Intelligence | 1/22/26 |
| | | Chapter 8 Helpdesk: Managing Digital Media | 2/23/26 |
| | | Chapter 8 Helpdesk: Understanding Intellectual Property and Copyright | 2/23/26 |
| | | Chapter 8: Ethics and Digital Profile | 2/23/26 |
| | | Chapter 9 Helpdesk: Threats to Your Digital Life | 3/2/26 |
| Week 10 | 6. Apply appropriate technology tools and resources to locate and retrieve information from various sources. | Chapter 9 Helpdesk: Understanding Firewalls | 3/2/26 |
| | | Chapter 8 Creative Commons | 3/19/26 |
| Weeks 11,12 | 7. Demonstrate the ability to create documents and manipulate text data using the current available software. | Word Simulated Trainings Chapter 1 | 3/23/26 |
| | | Word Application Projects Chapter 1 | 3/26/26 |
| | | Word Simulated Trainings Chapter 2 | 3/30/26 |
| | | Word Application Projects Chapter 2 | 4/2/26 |
| Weeks 13,14 | 8. Demonstrate the ability to organize and manipulate numerical data using the currently available spreadsheet software. | Excel Simulated Trainings Chapter 1 | 4/6/26 |
| | | Excel Application Projects Chapter 1 | 4/9/26 |

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| | | Excel Simulated Trainings Chapter 2 | 4/13/26 |
| | | Excel Application Projects Chapter 2 | 4/16/26 |
| Week 15,16 | 9. Demonstrate the ability to create and manipulate simple presentation materials using the currently available presentation software. | PowerPoint Simulated Trainings Chapter 1 | 4/20/26 |
| | | PowerPoint Application Projects Chapter 1 | 4/23/26 |
| | | PowerPoint Simulated Trainings Chapter 2 | 4/27/26 |
| | | PowerPoint Application Projects Chapter 2 | 4/30/26 |
| Week 12 | 10. Demonstrate the ability to create and manipulate simple databases using the currently available database software. | Chapter 11: Databases and Information Systems | 3/30/26 |
| | | Chapter 11 Helpdesk: How Businesses Use Databases | 3/30/26 |
| | | Chapter 11 Helpdesk: Using Databases | 4/2/26 |
| Weeks 1,2 | 11. Evaluate the role of information systems in supporting organizational goals. | Chapter 1 DSM: The Impact of Technology in a Changing World | Holiday 1/19/26 1/22/26 |
| | | Chapter 1 Helpdesk: Technology Impacts | 1/22/26 |
| | | Chapter 1 Helpdesk: The Impact of Artificial Intelligence | 1/22/26 |
| | | Chapter 1 Technology Mini Sim: Technology and Ethics | 1/22/26 |
| Week 17 | 12. Demonstrate use of email systems and use proper etiquette and netiquette when communicating electronically. | Microsoft Outlook Linked-In Learning | 5/4/26 |
| Week 1 | 13. Evaluate the ethical, social and political impact of information systems. | Chapter 1 – Ethics Discussion - Using Student Data for Course Predictions | 1/15/26 |
| Weeks 3-4 | 14. Evaluate the strengths and weaknesses of computer functions and information systems. | Chapter 6 Understanding and Assessing Hardware: Evaluating Your System | 1/26/26 |
| | | Chapter 6 Helpdesk: Evaluating Computer System Components | 1/26/26 |

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| | | Chapter 6 Helpdesk: Evaluating Your CPU and RAM | 1/29/26 |
| | | Chapter 6 Technology Mini Sim: Hardware | 1/29/26 |
| | | Chapter 2: Buy a New Computer | 2/2/26 |
| Week 5 | 15. Navigate Intranet and Internet applications. | Chapter 3 DSM: Using the Internet: Making the Most of the Web's Resources | 2/9/26 |
| | | Chapter 3 Helpdesk: Doing Business Online | 2/9/26 |
| | | Chapter 3 Helpdesk: Evaluating Websites | 2/12/26 |
| | | Chapter 3 Technology Mini Sim: The Internet | 2/12/26 |
| Week 7 | 16. Recognize fundamental networking technologies (e.g., wireless, cellular) | Chapter 7 Helpdesk: Managing and Securing Wireless Networks | 2/23/26 |
| | | Chapter 7 Helpdesk: Understanding Networking | 2/26/26 |

II. Grading and Testing Guidelines:

| Activity | Qty | Points | Percentage |
|-----------------------|-----|--------|------------|
| Training Exercises | 12 | 176 | 20% |
| Application Projects | 13 | 1300 | 25% |
| Simulations | 30 | 30 | 35% |
| Discussions & Reports | 7 | 610 | 15% |
| Final Project | 1 | 100 | 5% |

- 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 |

III. Examination Policy:

- Assignments are submitted in Canvas and MyITLab. You are permitted to use your textbook and MyITLab, but you are required to complete the assignments independently.
- Application 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 projects independently. You must download and submit your own files.
- Free Tutoring Service is available: <https://ncstatecollege.edu/student-services/tutoring/>

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.
- 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.
- Refer to section IV below for the Late Assignment 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