



North Central State College

**MASTER SYLLABUS**

**2025-2026**

A. Academic Division: Engineering Technology, Business & Criminal Justice Division

B. Discipline: Information Technology – Cyber Security

C. Course Number and Title: ITEC1810 - Microsoft Office for IT Professionals

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 2024    Origin date: 02/12/2014

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 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. College-Wide Learning Outcomes:

<b>College-Wide Learning Outcome</b>	<b>Assessments -- How it is met &amp; When it is met</b>
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. 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>**



**North Central State College**  
**SYLLABUS ADDENDUM**

<b>Academic Division:</b>	Engineering Technology, Business & Criminal Justice Division	<b>Discipline:</b>	Information Technology
<b>Course Coordinator:</b>	Carmen Morrison		
<b>Course Number:</b>	ITEC1810	<b>Course Title:</b>	Microsoft Office for IT Professionals
<b>Semester / Session:</b>	Spring 2026	<b>Start / End Date:</b>	1/12/2026 - 5/8/2026

**Instructor Information**

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

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

Weeks	Topics	Assignment	Due Date
<b>Microsoft Word</b>			
Weeks 2,3	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	1/19/2026 Holiday 1/22/2026  1/26/2026
Weeks 3,4	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	1/29/2026  2/2/2026
<b>Microsoft Excel</b>			
Weeks 4,5	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	2/5/2026  2/9/2026
Weeks 5, 6	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	2/12/2026  2/16/2026

Weeks	Topics	Assignment	Due Date
Weeks 6, 7	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	2/19/2026
		Excel Chapter 4 Application Projects using Microsoft Excel	2/23/2026
Weeks 7, 8	Perform statistical analysis using statistical functions and analysis tools	Excel Chapter 5 Training exercise using Simulation of Office and Learning Aids	2/26/2026
		Excel Chapter 5 Application Projects using Microsoft Excel	3/2/2026
Week 8		Midterm Quiz	3/5/2026

**Week 9: Spring Break 3/9-15/2026**

Week 10	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	3/16/2026
		Excel Chapter 6 Application Projects using Microsoft Excel	3/19/2026
Week 11	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	3/23/2026
		Excel Chapter 7 Application Projects using Microsoft Excel	3/26/2026

**Microsoft Access**

Week 12	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	4/2/2026
		Access Chapter 2 Training exercise using Simulation of Office and Learning Aids	4/2/2026
Week 13	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	4/9/2026

**Microsoft PowerPoint**

Week 14	Planning, preparing and presenting professional presentations using Microsoft PowerPoint	PowerPoint Chapter 3 Training exercise using Simulation of Office and Learning Aids	4/13/2026
		PowerPoint Chapter 3 Application Projects using Microsoft PowerPoint	4/16/2026

Weeks	Topics	Assignment	Due Date
Week 15	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	4/20/2026
		PowerPoint Chapter 6 Application Projects using Microsoft PowerPoint	4/23/2026
Week 16	Create and use outlines, slide masters, and templates	PowerPoint Chapter 8 Training exercise using Simulation of Office and Learning Aids	4/27/2026
		PowerPoint Chapter 8 Application Projects using Microsoft PowerPoint	4/30/2026
Week 17		Final Project	5/7/2026

## 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
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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.
- 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. **Exenuating 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.

**Course Number:** ITEC1810

**Course Title:** Microsoft Office for IT Professionals

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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