A. **Academic Division**: Business, Industry, and Technology

B. **Discipline**: Computer Information Systems

C. **Course Number and Title**: CISS1200 - Microsoft Office I

D. **Course Coordinator**: Carmen Morrison
   **Assistant Dean**: Daniel Wagner

**Instructor Information:**
- **Name**: Click here to enter text.
- **Office Location**: Click here to enter text.
- **Office Hours**: Click here to enter text.
- **Phone Number**: Click here to enter text.
- **E-Mail Address**: Click here to enter text.

E. **Credit Hours**: 3
   - Lecture: 2 hours
   - Laboratory: 2 hours

F. **Prerequisites**: Pass Computer Literacy Assessment and Keyboarding Assessment

G. **Syllabus Effective Date**: Fall 2017

H. **Textbook(s) Title**: *Exploring Microsoft Office 2010, Packaged with MyITLab and eText*
   - **Author**: Graver, Poatsy
   - **Edition**: 2nd
   - **Copyright**: 2012
   - **ISBN #**: 9780133484748

I. **Workbook(s) and/or Lab Manual**: None

J. **Course Description**: This course presents the theoretical foundation needed to understand when and why to apply Microsoft Office skills. Areas of concentration include theory, design, practical application, and troubleshooting skills using Microsoft Office. Upon completion, students should be able to demonstrate competency by producing well-designed presentations, documents, spreadsheets, and relational databases.

K. **College-Wide Learning Outcomes**

<table>
<thead>
<tr>
<th>College-Wide Learning Outcomes</th>
<th>Assessments - - How it is met &amp; When it is met</th>
</tr>
</thead>
<tbody>
<tr>
<td>Communication – Written</td>
<td></td>
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<tr>
<td>Communication – Speech</td>
<td></td>
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<tr>
<td>Intercultural Knowledge and Competence</td>
<td></td>
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<tr>
<td>Critical Thinking</td>
<td></td>
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<tr>
<td>Information Literacy</td>
<td></td>
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<tr>
<td>Quantitative Literacy</td>
<td></td>
</tr>
</tbody>
</table>

Updated: 2/7/2017
L. **Course Outcomes and Assessment Methods:**

Upon successful completion of this course, the student shall:

<table>
<thead>
<tr>
<th>Outcomes</th>
<th>Assessments – How it is met &amp; When it is met</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Demonstrate knowledge of how word processors work and the ability to customize Word, and skills in Microsoft Word’s tools.</td>
<td>Lab activities, Exam, Project Week 1-4</td>
</tr>
<tr>
<td>2. Demonstrate effective workbook and worksheet design, and skills in using Microsoft Excel’s tools.</td>
<td>Lab activities, Exam, Project Week 5-8</td>
</tr>
<tr>
<td>3. Demonstrate database design, and skills in using Microsoft Access’s tools.</td>
<td>Lab activities, Exam, Project Week 9-12</td>
</tr>
<tr>
<td>4. Demonstrate effective presentations, and skills in using Microsoft PowerPoint’s tools.</td>
<td>Lab activities, Exam, Project Week 13-15</td>
</tr>
</tbody>
</table>

M. **Topical Timeline (Subject to Change):**

**WORD**

1. Understanding how word processors work
2. Customize Word
3. Use features that improve readability
4. Check spelling and grammar
5. Display a document in different views
6. Modify document properties
7. Apply font attributes
8. Control word wrap
9. Set of paragraphs with tabs, borders, lists, and columns
10. Apply paragraph formats
11. Understand styles
12. Create and modify styles
13. Format a graphical object
14. Insert symbols into a document
15. Insert comments in a document
16. Track changes
17. Acknowledge a source
18. Create and modify footnotes and endnotes
19. Insert a table of contents and index
20. Add other reference tables
21. Create cross-references
22. Insert and format tables
23. Sort and apply formulas to table data
24. Convert text to a table
25. Select a main document
26. Select or create recipients
27. Insert merge fields
28. Merge a main document and a data source

Updated: 2/7/2017
EXCEL
1. Plan for effective workbook and worksheet design  
2. Enter and edit data, use auto-fill  
3. Enter and display formulas  
4. Manage worksheets, columns, rows, and cells  
5. Select, move, copy, paste, and print  
6. Apply alignment and font options, number formats, page setup options  
7. Use relative, absolute and mixed cell references  
8. Insert functions, including statistical, date, logical, lookup, and financial  
9. Create and maintain range names, and use range names in formulas  
10. Decide which chart type to create  
11. Create a chart  
12. Change chart type, data source, and structure  
13. Apply a chart layout and style  
14. Move and print charts  
15. Insert and customize a sparkline  
16. Format chart elements and customize chart labels  
17. Add a trendline  
18. Understand table design  
19. Create a table and apply a table style  
20. Sort and filter data  
21. Use structured references and a total row  
22. Apply conditional formatting

ACCESS
1. Practice good database file management  
2. Understand the difference between working in storage and memory  
3. Navigate among the objects in an Access database,  
4. Backup, compact and repair database files  
5. Create filters and sort data  
6. Know when to use Access or Excel to manage data  
7. Use the relationships window  
8. Understand relational power  
9. Design data  
10. Create tables  
11. Understand and establish table relationships  
12. Share data with Excel  
13. Create queries for single and multiple tables  
14. Specify criteria, copy queries and run queries  
15. Use the query wizard  
16. Understand the order of operations  
17. Create calculated fields in a query  
18. Create expressions  
19. Add aggregate functions to datasheets and queries  
20. Create and modify forms  
21. Create and modify reports

POWERPOINT
1. Plan a presentation  
2. Assess presentation content  
3. Use slide layouts  
4. Apply and modify themes  
5. Insert, modify and arrange media objects, tables, shapes, SmartArt, WordArt, pictures, videos, audio  
6. Use animations and transitions  
7. Run, navigate and print a slide show
8. Use and modify templates  
9. Create a presentation in outline view  
10. Import an outline  
11. Examine slide show design principles  
12. Apply quick styles  
13. Use the internet as a resource  
14. Use video tools, change audio settings, transform pictures  
15. Create a photo album  

N. Course Assignments:

1. Reading  
2. Quizzes (assess comprehension)  
3. Preparation for skills-based exams (assess ability to recall and execute necessary steps to successfully complete Microsoft Office skills)  
4. Problem-based projects (assess ability to apply Microsoft Office skills to solve a business problem)

O. Recommended Grading Scale:

<table>
<thead>
<tr>
<th>NUMERIC</th>
<th>GRADE</th>
<th>POINTS</th>
<th>DEFINITION</th>
</tr>
</thead>
<tbody>
<tr>
<td>93–100</td>
<td>A</td>
<td>4.00</td>
<td>Superior</td>
</tr>
<tr>
<td>90–92</td>
<td>A-</td>
<td>3.67</td>
<td>Superior</td>
</tr>
<tr>
<td>87–89</td>
<td>B+</td>
<td>3.33</td>
<td>Above Average</td>
</tr>
<tr>
<td>83–86</td>
<td>B</td>
<td>3.00</td>
<td>Above Average</td>
</tr>
<tr>
<td>80–82</td>
<td>B-</td>
<td>2.67</td>
<td>Above Average</td>
</tr>
<tr>
<td>77–79</td>
<td>C+</td>
<td>2.33</td>
<td>Average</td>
</tr>
<tr>
<td>73–76</td>
<td>C</td>
<td>2.00</td>
<td>Average</td>
</tr>
<tr>
<td>70–72</td>
<td>C-</td>
<td>1.67</td>
<td>Below Average</td>
</tr>
<tr>
<td>67–69</td>
<td>D+</td>
<td>1.33</td>
<td>Below Average</td>
</tr>
<tr>
<td>63–66</td>
<td>D</td>
<td>1.00</td>
<td>Below Average</td>
</tr>
<tr>
<td>60–62</td>
<td>D-</td>
<td>0.67</td>
<td>Poor</td>
</tr>
<tr>
<td>00-59</td>
<td>F</td>
<td>0.00</td>
<td>Failure</td>
</tr>
</tbody>
</table>

P. Grading and Testing Guidelines:

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Q. Examination Policy:

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R. Class Attendance and Homework Make-Up Policy:

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S. Classroom Expectations:

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T. College Procedures/Policies:

Attendance Requirements: All students are required to attend all scheduled classes and examinations. Each faculty member has the right to establish regulations regarding attendance that he/she considers necessary for successful study.
Students who do not attend classes may be administratively withdrawn from those classes. However, failure to attend classes does not constitute withdrawal, and students are expected to process a formal withdrawal through the Student Records Office in Kee Hall.

**Student engagement requirements:**
Student engagement is based on the “active pursuit” of learning which can be measured by class attendance, class participation (in class or online), taking required quizzes/examinations, and submission of work assignments or papers. Student engagement consists of a student attending at least 60% of the class sessions (there should be attendance throughout the term) and/or completing 75% of the assignments listed on the syllabus at the midpoint in the term. Exceptions can be made when there is on-going communication between the student and faculty member. The communication must be documented and the faculty member and student must be in agreement regarding the exception. Students not meeting the expectation will be administratively withdrawn from class. If a student believes he/she was administratively withdrawn in error, he/she may file an appeal. Being administratively withdrawn may have program and financial aid implications.

**Academic Misconduct** is any activity that tends to compromise the academic integrity of the college, or subvert the educational process. Examples of academic misconduct include, but are not limited to:

1. **Violation of course or program rules** as contained in the course syllabus or other information provided to the student; violation of program requirements as established by departments and made available to students.

2. **Plagiarism** including, but not limited to, submitting, without appropriate acknowledgment, any written, visual or oral material that has been copied in whole or in part from the work of others (whether such source is published or not) even if the material is completely paraphrased in one’s own words. This includes another individual’s academic composition, compilation, or other product, or a commercially prepared paper. Plagiarism also includes submitting work in which portions were substantially produced by someone acting as a tutor or editor.

   Such practices constitute plagiarism regardless of motive. Those who deny deceitful intent, claim not to have known that the act constituted plagiarism, or maintain that what they did was inadvertent are nevertheless subject to penalties when plagiarism has been confirmed.

3. **Cheating** and dishonest practices in connection with examinations, papers and projects, including but not limited to using unauthorized notes, study aids or information on an examination; obtaining help from another student during an examination; taking an exam or doing work for another student; providing one’s own work for another student to copy and submit as his/her own; or allowing another student to do one’s work and then submitting the work as one’s own. Also included would be altering a graded work after it has been returned, then submitting the work for re-grading; or submitting identical or similar papers for credit in more than one course without prior permission from the course instructors.

4. **Fabrication** including but not limited to falsifying or inventing any information, data or citation; presenting data that were not gathered in accordance with defined appropriate guidelines, and failing to include an accurate account of the method by which data were collected.

5. **Obtaining an Unfair Advantage** including, but not limited to stealing, reproducing, circulating, or otherwise gaining access to examination materials prior to the time authorized by the instructor; unauthorized collaborating on an academic assignment; taking, hiding or altering resource material; or undertaking any activity with the purpose of creating or obtaining an unfair advantage over another student’s academic work.

6. **Aiding and Abetting Academic Dishonesty** including, but not limited to providing material, information or other assistance to another person with the knowledge that such aid could be used in
any of the violations stated above, or providing false information in connection with any inquiry regarding academic integrity.

7. **Alteration of Grades or Marks** including but not limited to, action by the student in an effort to change the earned credit or grade.

In addition, cases of academic dishonesty may involve photocopied materials. Materials used may fall under the Copyright Act. Violations of said Act may subject the user and/or the College to sanctions.

**Statement on Disabilities:** Any student who requires reasonable accommodations related to a disability should inform the course instructor and the Coordinator of Specialized Services (Room 138 in Kee Hall; phone 419-755-4727).

Students who encounter difficulty in any of their courses are encouraged to visit the Tutoring Resource Center (Room 119 in Fallerius Technical Education Center) for tutoring assistance, and the Student Success Center (Room 136 in Kee Hall) for academic assistance, advising services, referrals for personal counseling and Learning Disability (LD) Testing.

**Statement on Withdrawals:** As a student, you are expected to attend class. If you are unable or choose not to attend class, or if for whatever reason you are unable to keep up with the requirements of a course, you need to officially drop the class at the Student Records Office. Refund dates and withdrawal dates will vary slightly from term to term. Contact the Student Records Office for applicable dates. Additionally these dates are posted on the academic calendar available on the college’s website, [www.ncstatecollege.edu](http://www.ncstatecollege.edu), under the Academics heading on the home page and are available at the Student Records Office in Kee Hall. Students should go to the Student Records Office (Room 142 in Kee Hall) to process their withdrawal from any class.

If you choose to walk away from your class without officially withdrawing from it, the faculty member teaching the class must grade your classroom performance on the material available to him or her. This normally results in an “F” grade. An "F" grade can lower your grade point average considerably depending on the total credits accumulated.