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

B. **Discipline:** Information Technology – Software Development

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

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:** CISS1020 or Pass Computer Literacy Assessment

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

H. **Textbook(s) Title:**  
   *Exploring Microsoft Office 2016, Volume 1*
   - Authors: Poatsy, Mulbery, Kebs, et. Al.
   - Copyright Year: 2017
   - Edition: 1st
   - ISBN#: 9780134526454

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:**

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

*Updated: 6/5/2017*
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. Collaborate with users to create shared and integrated documents using collaboration tools with Microsoft Word, PowerPoint and Excel</td>
<td>Exams, Projects Weeks 1-16</td>
</tr>
<tr>
<td>2. Design, create, edit and share professional documents, research documents, and mail merge documents using Microsoft Word</td>
<td>Exams, Projects Week 1-4</td>
</tr>
<tr>
<td>3. Design, create, edit and share presentations using special effects and various forms of media from outside sources using Microsoft PowerPoint</td>
<td>Exams, Projects Weeks 5-6</td>
</tr>
<tr>
<td>4. Analyze data by identifying patterns, interpret results and solve complex problems for making decisions about business situations using Microsoft Excel</td>
<td>Exams, Projects Weeks 7-13</td>
</tr>
<tr>
<td>5. Design, create and administer relational databases to collect and organize data and produce reports and queries for data analysis using Microsoft Access</td>
<td>Exams, Projects Weeks 14-16</td>
</tr>
</tbody>
</table>

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

1. **Microsoft Word**
   a. Create, collaborate and share documents using document collaboration and integration tools Weeks 1, 2, 4
   b. Produce professional documents by creating tables to organize and present data and preparing mail merged documents Weeks 3, 4
   c. Prepare research documents by using appropriate writing styles and citing sources Week 4

2. **Microsoft PowerPoint**
   a. Planning, preparing and presenting professional presentations using Microsoft PowerPoint Weeks 5, 6
   b. Enhance presentations with themes, illustrations, infographics, pictures, audio, videos, and other forms of media Weeks 5, 6
   c. Create and use outlines, slide masters, and templates Weeks 5, 6

3. **Microsoft Excel**
   a. Design, create, format and manage professional workbooks Weeks 7, 13
   b. Perform quantitative analysis by creating, analyzing, and troubleshooting formulas using absolute, relative and mixed cell references and range names Weeks 8, 13
   c. Perform statistical analysis using statistical functions and analysis tools Weeks 9, 13
   d. Design and create effective summarization of data using subtotals, charts, pivot tables, and pivot charts Weeks 10, 13
e. Manage large volumes of data using tables, filters, structures references and conditional formatting for quick analysis
   Weeks 11,13
f. Use decision-making tools by performing What-If-Analysis using Goal Seek, Scenarios and Solver
   Weeks 12,13
4. **Microsoft Access**
   a. Learn database design principles, understand relational power and know when to use Access or Excel to manage data
   Weeks 14,16
   b. Design and create related database tables to organize data
   Weeks 14,16
c. Design and create single and multi-table queries to extract data to make business-related decisions
   Weeks 15,16
d. Design and create professional forms and reports for data input and reporting
   Weeks 15,16

N. **Course Assignments:**
   1. Reading text and/or view demonstrations, webinars, videos
   2. Skill-based exams (assess ability to recall and execute necessary steps to successfully complete tasks)
   3. 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:**

Click here to enter text.

Q. **Examination Policy:**

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R. **Class Attendance and Homework Make-Up Policy:**

Click here to enter text.

S. **Classroom Expectations:**

Click here to enter text.

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.

Updated: 6/5/2017
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, 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.