



North Central State College
MASTER SYLLABUS
2019-2020

A. Academic Division: Business, Industry, and Technology

B. Discipline: Computer Information Systems

C. Course Number and Title: CISS1220 Microsoft Excel

D. Course Coordinator: Carmen Morrison
Assistant Dean: Toni Johnson, PhD

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: 2
Lecture: 1 hour
Laboratory: 2 hours

F. Prerequisites: Pass Computer Literacy Assessment and Keyboarding Assessment

G. Syllabus Effective Date: Fall 2019

H. Textbook(s) Title:

Go! With Microsoft Excel 2016 Comprehensive, Packaged with MyITLab & eText

- Author: Gaskin, Vargas
- Year: 2017
- Edition: 1st
- ISBN: 9780134572086

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

J. Course Description: This course is an introductory course in spreadsheets using Microsoft Excel for Windows. Through a series of hands-on exercises, the student will create, edit, format, and print worksheets. Topics include: creating, saving, retrieving, formatting, editing, printing, creating formulas, using functions, naming cells and ranges, creating tables, creating charts, defining range names, validating data, sorting and filtering data, maintaining file organization, and using templates.

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. Create Excel Worksheets and Charts	Skill exam – hands-on practice to master skills Problem-based project – appropriate application of skills to solve a problem Weeks 1-4
2. Summarize Data using Functions, Filters, Tables and Summary Sheets	Skill exam – hands-on practice to master skills Problem-based project – appropriate application of skills to solve a problem Weeks 4-6
3. Analyze Data with Pie Charts, Line Charts, and What-If Analysis Tools	Skill exam – hands-on practice to master skills Problem-based project – appropriate application of skills to solve a problem Weeks 7-9
4. Validate Data and Audit Worksheets	Skill exam – hands-on practice to master skills Problem-based project – appropriate application of skills to solve a problem Weeks 10-11
5. Manage Large Workbooks Using Advanced Sorting and Filtering	Skill exam – hands-on practice to master skills Problem-based project – appropriate application of skills to solve a problem Weeks 12-13
6. Create and Format Charts, Diagrams, and Templates	Skill exam – hands-on practice to master skills Problem-based project – appropriate application of skills to solve a problem Weeks 14-15

M. Topical Timeline (Subject to Change):

1. Create, Save, and Navigate an Excel Workbook	Weeks 1-4
2. Enter Data in a Worksheet	Weeks 1-4
3. Construct and Copy Formulas and Use the SUM Function	Weeks 1-4
4. Format Cells with Merge & Center and Cell Styles	Weeks 1-4
5. Chart Data to Create a Column Chart and Insert Sparklines	Weeks 1-4
6. Print, Display Formulas, and Close Excel	Weeks 1-4
7. Check Spelling in a Worksheet	Weeks 1-4
8. Enter Data by Range	Weeks 1-4
9. Construct Formulas for Mathematical Operations	Weeks 1-4
10. Edit Values in a Worksheet	Weeks 1-4
11. Format a Worksheet	Weeks 1-4
12. Use the SUM, AVERAGE, MEDIAN, MIN, and MAX Functions	Weeks 4-6
13. Move Data, Resolve Error Messages, and Rotate Text	Weeks 4-6

14. Use COUNTIF and IF Functions and Apply Conditional Formatting	Weeks 4-6
15. Use Date & Time Functions and Freeze Panes	Weeks 4-6
16. Create, Sort, and Filter an Excel Table	Weeks 4-6
17. Format and Print a Large Worksheet	Weeks 4-6
18. Navigate a Workbook and Rename Worksheets	Weeks 4-6
19. Enter Dates, Clear Contents, and Clear Formats	Weeks 4-6
20. Copy and Paste by Using the Paste Options Gallery	Weeks 4-6
21. Edit and Format Multiple Worksheets at the Same Time	Weeks 4-6
22. Create a Summary Sheet with Column Sparklines	Weeks 4-6
23. Format and Print Multiple Worksheets in a Workbook	Weeks 4-6
24. Chart Data with a Pie Chart	Weeks 7-9
25. Format a Pie Chart	Weeks 7-9
26. Edit a Workbook and Update a Chart	Weeks 7-9
27. Use Goal Seek to Perform What-If Analysis	Weeks 7-9
28. Design a Worksheet for What-If Analysis	Weeks 7-9
29. Answer What-If Questions by Changing Values in a Worksheet	Weeks 7-9
30. Chart Data with a Line Chart	Weeks 7-9
31. Use Financial Functions	Weeks 10-11
32. Use Goal Seek	Weeks 10-11
33. Create a Data Table	Weeks 10-11
34. Define Names	Weeks 10-11
35. Use Defined Names in a Formula	Weeks 10-11
36. Use Lookup Functions	Weeks 10-11
37. Validate Data	Weeks 10-11
38. Navigate and Manage Large Worksheets	Weeks 12-13
39. Enhance Worksheets with Themes and Styles	Weeks 12-13
40. Format a Worksheet to Share with Others	Weeks 12-13
41. Save Excel Data in Other File Formats	Weeks 12-13
42. Use Advanced Sort Techniques	Weeks 12-13
43. Use Custom and Advanced Filters	Weeks 12-13
44. Subtotal, Outline, and Group a List of Data	Weeks 12-13
45. Create and Format Sparklines and a 3-D Column Chart	Weeks 14-15
46. Create and Format a Line Chart	Weeks 14-15
47. Create and Modify a SmartArt Graphic	Weeks 14-15
48. Create and Modify an Organization Chart	Weeks 14-15
49. Create an Excel Template	Weeks 14-15
50. Protect a Worksheet	Weeks 14-15
51. Create a Worksheet Based on a Template	Weeks 14-15

N. Course Assignments:

1. Practice labs to develop mastery of skills
2. Exams
3. Problem-based Projects to apply skills to solve problems

O. 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

P. Grading and Testing Guidelines:

Click here to enter text.

Q. Examination Policy:

Click here to enter text.

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:

Important information regarding College Procedures and Policies can be found on the [syllabus supplement](#) located at <https://sharept.ncstatecollege.edu/committees/1/curriculum/SiteAssets/SitePages/Home/SYLLABUS%20SUPPLEMENT.pdf>

The information can also be found Choose an item.