A. Academic Division: Business, Industry, and Technology

B. Discipline: Computer Information Systems

C. Course Number and Title: CISS1280 Microsoft Excel Advanced

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: CISS1220

G. Syllabus Effective Date: Fall 2019

H. Textbook(s) Title:
   Go! With Microsoft Excel 2016 Comprehensive
   - Author: Gaskin, Vargas
   - Year: 2017
   - Edition: 1st
   - ISBN: 9780134572086

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

J. Course Description: This second level course covers expert Excel features, including formatting with advanced techniques, working with templates and workbooks, working with lists, using analysis tools, managing and auditing worksheets, collaborating with workgroups, and using advanced format functions.

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>
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<td>Communication – Speech</td>
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<tr>
<td>Intercultural Knowledge and Competence</td>
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<tr>
<td>Critical Thinking</td>
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<tr>
<td>Information Literacy</td>
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<tr>
<td>Quantitative Literacy</td>
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</table>
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. Analyze large amounts of data using filters, PivotTables, PivotCharts, and Excel’s Business Analysis Tools: Data Model, PowerPivot and PowerView</td>
<td>Skill exam – hands-on practice to master skills Problem-based project – appropriate application of skills to solve a problem Weeks 1-4</td>
</tr>
<tr>
<td>2. Evaluate business solutions using Moving Average, Break-Even Point, Solver, Scenarios, and Complex formulas.</td>
<td>Skill exam – hands-on practice to master skills Problem-based project – appropriate application of skills to solve a problem Weeks 4-6</td>
</tr>
<tr>
<td>3. Automate complex and repetitive tasks using Macros</td>
<td>Skill exam – hands-on practice to master skills Problem-based project – appropriate application of skills to solve a problem Weeks 6-8</td>
</tr>
<tr>
<td>4. Manage external data using import, queries and database functions</td>
<td>Skill exam – hands-on practice to master skills Problem-based project – appropriate application of skills to solve a problem Weeks 6-8</td>
</tr>
<tr>
<td>5. Collaborate with Others using Shared Workbooks and Cloud Storage</td>
<td>Skill exam – hands-on practice to master skills Problem-based project – appropriate application of skills to solve a problem Weeks 12-15</td>
</tr>
</tbody>
</table>

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

1. Create a PivotTable Report                                               Weeks 1-4
2. Use Slicers and Search Filters                                           Weeks 1-4
3. Modify a PivotTable Report                                               Weeks 1-4
4. Create a PivotChart Report                                               Weeks 1-4
5. Create a Data Model using PowerPivot                                       Weeks 1-4
6. Create a PivotTable using PowerPivot                                         Weeks 1-4
7. Create a Dashboard using PowerView                                           Weeks 1-4
8. Calculate a Moving Average                                                Weeks 4-6
9. Project Income and Expenses                                               Weeks 4-6
10. Determine a Break-Even Point                                               Weeks 4-6
11. Use Solver                                                               Weeks 4-6
12. Create Scenarios                                                         Weeks 4-6
13. Use Logical Functions                                                    Weeks 4-6
14. Create Complex Formulas                                                  Weeks 4-6
15. Record a Macro                                                           Weeks 6-8
16. Assign a Macro to a Button on the Quick Access Toolbar                   Weeks 6-8
17. Modify a Macro                                                           Weeks 6-8
18. Restore Initial Settings                                                  Weeks 6-8
19. Get External Data into Excel                                             Weeks 9-11
20. Create a Query and Use the Query Wizard to Sort and Filter               Weeks 9-11
21. Use Database Functions                                                   Weeks 9-11
22. Insert a Second Table into a Worksheet                                    Weeks 9-11
23. Apply Conditional Formatting to Side-by-Side Tables                        Weeks 9-11
24. Insert a Screenshot                                                       Weeks 9-11
25. Create Custom Headers and Footers                                         Weeks 9-11
26. Create a Shared Workbook  
27. Track Changes Made to a Workbook  
28. Merge Workbooks and Accept Changes  
29. Prepare a Final Workbook for Distribution  
30. Upload a Workbook to OneDrive

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:

<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:

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.