



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: CISS1290 Microsoft Office Business Intelligence
- 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: CISS1280 c

- G. Syllabus Effective Date: Fall 2019

- H. Textbook(s) Title:

Microsoft Excel 2019 Data Analysis and Business Modeling

- Author: Winston
- Year: 2019
- Edition: 6th
- ISBN: 9781509305889

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

- J. Course Description: This course introduces the concepts and application of data analytics in business. A hands-on approach of Microsoft Excel and Power BI (Business Intelligence tools) is used for data analysis, data visualization, modeling, creating dashboards with direct connectivity to data sources.

- K. College-Wide Learning Outcomes

College-Wide Learning Outcome	Assessments - - How it is met & When it is met
Communication – Written	
Communication – Speech	
Intercultural Knowledge and Competence	
Critical Thinking	
Information Literacy	

College-Wide Learning Outcome	Assessments - - How it is met & When it is met
Quantitative Literacy	

L. Course Outcomes and Assessment Methods:

Upon successful completion of this course, the student will:

Outcomes	Assessments – How it is met & When it is met
1. Apply analysis tools in Excel	Hands-on application projects Weeks 1-2
2. Create Excel data models	Hands-on application projects Weeks 3-4
3. Import data from a .CSV file, SQL Server database, report	Hands-on application projects Weeks 5-6
4. Explore DAX (Data analysis expressions) functions	Hands-on application projects Weeks 7-8
5. Create data visualizations	Hands-on application projects Weeks 9-12

M. Topical Timeline (Subject to Change):

- | | | |
|----|----------------------------------------------|------------|
| 1. | Data Analysis in Excel | Weeks 1-2 |
| | a. Data Analysis with Excel | |
| | b. Excel Pivot Tables | |
| | c. Build Classic Excel Dashboard | |
| | d. Format Data | |
| | e. Build a Pivot Table | |
| | f. Add pivot charts and a slicer | |
| 2. | Excel Data Model | Weeks 3-4 |
| | a. Using an Excel Data Model | |
| | b. Create Calculated Columns | |
| | c. Format Data Model Data | |
| | d. Create Measures | |
| | e. Analyze the Data | |
| 3. | Importing Data from Files | Weeks 5-6 |
| | a. Import Data into Excel | |
| | b. Preview, Shape and Transform Data | |
| | c. Import and Transform Data from a CSV File | |
| | d. Import Data from SQL Server | |
| | e. Create a Data Table | |
| | f. Import Data from Excel Reports | |
| | g. Transform Excel report Data | |
| | h. Load Data into an Excel Data Model | |
| 4. | Creating and Formatting Measures | Weeks 7-8 |
| | a. DAX | |
| | b. Calculated columns | |
| | c. Measures | |
| | d. Functions | |
| 5. | Visualizing Data in Excel | Weeks 9-12 |
| | a. Pivot Charts | |
| | b. Cube Functions | |
| | c. Charts for Cube Functions | |
| | d. Create a Tabular Report | |
| | e. Create a Pivot Chart | |

- f. Add Slicers to Charts
- 6. Using Excel with Power BI
 - a. Power BI
 - b. Upload Excel Data to Power BI
 - c. Power BI Mobile App
 - d. Create Power BI Dashboard
 - e. Use Power BI desktop

Weeks 13-16

N. Course Assignments:

- 1. Hands-on application projects

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:

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R. Class Attendance and Homework Make-Up Policy:

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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.](#)