



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: 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.](#)
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- 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

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. Analyze large amounts of data using filters, PivotTables, PivotCharts, and Excel’s Business Analysis Tools: Data Model, PowerPivot and PowerView	Skill exam – hands-on practice to master skills Problem-based project – appropriate application of skills to solve a problem Weeks 1-4
2. Evaluate business solutions using Moving Average, Break-Even Point, Solver, Scenarios, and Complex formulas.	Skill exam – hands-on practice to master skills Problem-based project – appropriate application of skills to solve a problem Weeks 4-6
3. Automate complex and repetitive tasks using Macros	Skill exam – hands-on practice to master skills Problem-based project – appropriate application of skills to solve a problem Weeks 6-8
4. Manage external data using import, queries and database functions	Skill exam – hands-on practice to master skills Problem-based project – appropriate application of skills to solve a problem Weeks 9-11
5. Collaborate with Others using Shared Workbooks and Cloud Storage	Skill exam – hands-on practice to master skills Problem-based project – appropriate application of skills to solve a problem Weeks 12-15

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

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| 26. Create a Shared Workbook | Weeks 12-15 |
| 27. Track Changes Made to a Workbook | Weeks 12-15 |
| 28. Merge Workbooks and Accept Changes | Weeks 12-15 |
| 29. Prepare a Final Workbook for Distribution | Weeks 12-15 |
| 30. Upload a Workbook to OneDrive | Weeks 12-15 |

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:

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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](https://sharept.ncstatecollege.edu/committees/1/curriculum/SiteAssets/SitePages/Home/SYLLABUS%20SUPPLEMENT.pdf) located at <https://sharept.ncstatecollege.edu/committees/1/curriculum/SiteAssets/SitePages/Home/SYLLABUS%20SUPPLEMENT.pdf>

The information can also be found Choose an item.