North Central State College

MASTER SYLLABUS	2025-2026

A. <u>Academic Division</u>: Engineering Technology, Business & Criminal Justice Division

B. <u>Discipline</u>: Computer Information Systems

C. <u>Course Number and Title</u>: CISS1220 Microsoft Excel

D. <u>Assistant Dean</u>: Brooke Miller, M.B.A.

E. <u>Credit Hours</u>: 2
   Lecture: 1 hour
   Laboratory: 2 hours

F. <u>Prerequisites</u>: None.

G. <u>Last Course/Curriculum Revision Date</u>: Fall 2025 Origin date: 05/11/2011

H. <u>Textbook(s) Title</u>:

MyLab IT with Pearson eText Access Code for GO! Microsoft 365: 2025 Edition
- Author: Gaskin, Vargas
- Year: 2025
- Edition: 2025
- Bookstore Code: 9780135418673

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

J. <u>Course Description</u>: 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. <u>College-Wide Learning Outcomes</u>

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	

North Central State College
SYLLABUS ADDENDUM

Academic Division:	Engineering Technology, Business & Criminal Justice Division	**Discipline:**	Computer Information Systems
Course Coordinator:	Carmen Morrison		
Course Number:	CISS1220	**Course Title:**	Microsoft Excel
Semester / Session:	Fall 2025 - A	**Start / End Date:**	8/11/25 thru 10/3/25

Instructor Information

Name:	Carmen Morrison	**Credentials:**	M.S., Management in Information Systems - Strategy and Technology B.S., Computer Information Systems
Phone Number:	419-755-4865	**E-Mail Address:**	cmorrison@ncstatecollege.edu
Office Location:	Kehoe 239 and Online via Zoom – Zoom Link: https://tinyurl.com/cmorrisonoffice	**Office Hours:**	Mon 4:30-7:00pm online https://tinyurl.com/cmorrisonoffice Thu 12:30-3pm Kehoe 239 Other days/times by appointment

II.   **Topical Timeline (Subject to Change – refer to Canvas for schedule):**

Week	Topic	Assignment	Due Date
Weeks 1,2	Create, Save, and Navigate an Excel Workbook Enter Data in a Worksheet Construct and Copy Formulas and Use the SUM Function Format Cells with Merge & Center and Cell Styles Chart Data to Create a Column Chart and Insert Sparklines Print, Display Formulas, and Close Excel Check Spelling in a Worksheet Enter Data by Range Construct Formulas for Mathematical Operations Edit Values in a Worksheet Format a Worksheet	Chapter 1 Simulated Trainings Chapter 1 Application Projects	8/18//25 8/21/25
Week 3	Use the SUM, AVERAGE, MEDIAN, MIN, and MAX Functions Move Data, Resolve Error Messages, and Rotate Text Use COUNTIF and IF Functions and Apply Conditional Formatting Use Date & Time Functions and Freeze Panes Create, Sort, and Filter an Excel Table Format and Print a Large Worksheet	Chapter 2 Simulated Trainings Chapter 2 Application Projects	8/25/25 8/28/25

	Navigate a Workbook and Rename Worksheets Enter Dates, Clear Contents, and Clear Formats Copy and Paste by Using the Paste Options Gallery Edit and Format Multiple Worksheets at the Same Time Create a Summary Sheet with Column Sparklines Format and Print Multiple Worksheets in a Workbook		
Weeks 4,5	Chart Data with a Pie Chart Format a Pie Chart Edit a Workbook and Update a Chart Design a Worksheet for What-If Analysis Answer What-If Questions by Changing Values in a Worksheet Use Goal Seek to Perform What-If Analysis Chart Data with a Line Chart	Chapter 3 Simulated Trainings Chapter 3 Application Projects	9/4/25 9/8/25
Weeks 5,6	Create a PivotTable Report Use Slicers and Search Filters Modify a PivotTable Create a PivotChart Create a PivotTable from a Data Model Create and Format a 3-D Pie PivotChart Use Power BI to Analyze Data	Chapter 4 Simulated Trainings Chapter 4 Application Projects	9/11/25 9/15/25
Weeks 6,7	Navigate and Manage Large Worksheets Enhance Worksheets with Themes and Styles Save Excel Data in Other File Formats Use Advanced Sort Techniques Use Custom and Advanced Filters Subtotal, Outline, and Group a List of Data	Chapter 5 Simulated Trainings Chapter 5 Application Projects	9/18/25 9/22/25
Weeks 7,8	Create and Format Sparklines and a 3-D Column Chart Create and Format a Line Chart Create and Modify a SmartArt Graphic Create and Modify an Organization Chart Create an Excel Template Protect a Worksheet Create a Worksheet Based on a Template	Chapter 6 Simulated Trainings Chapter 6 Application Projects	9/25/25 9/29/25
Week 8		Final Project	10/2/25

| Course Number: | CISS1220 | Course Title: | Microsoft Excel |

II.   <u>Grading and Testing Guidelines</u>:

Activity	Qty	Points	Percentage
Training Exercises	12	144	40%
Application Projects	12	1200	50%
Final Project	1	100	10%

- Grading scale is the college 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

III.   <u>Examination Policy</u>:

- Assignments are completed using Canvas and MyITLab. You are permitted to use your textbook and MyITLab, but you are required to complete the assignments independently.
- Projects are completed using Microsoft Office and the internet. You are permitted to use your textbook and MyITLab, but you are required to complete the assignment independently and submit your own files.
- Free Tutoring Service is available: https://ncstatecollege.edu/student-services/tutoring/

<u>Assignment Policy:</u>
- Microsoft Office software is required and is provided to students for FREE at: https://ncstatecollege.edu/help-documents-and-tutorials/student-email-office-365/
- Assignments are due before midnight every Monday and Thursday. There is flexibility in the schedule as assignments are allowed to be submitted early.
- It is recommended to not wait until Monday or Thursday night to begin working on assignments. The schedule allows for 3-4 days to do each assignment.
- Late work is deducted 5% each day late with maximum deduction of 40%.
  Contact the instructor in advance if you are unable to meet a deadline to determine if an alternate schedule can be considered.
- Be certain to have a back-up plan in case you experience computer/internet problems. There are free computer labs at the college for you to use, as well as loaner laptops.
- For projects, you must download your own files, do your own work, and upload your own files. Plagiarism is a serious offense and will result in failure of the assignment and/or course.
- If you need assistance with the course assignments, contact the Tutoring Department or the Instructor. Tutoring Information (free) can be found at: https://ncstatecollege.edu/student-services/tutoring/

IV.   <u>Course Attendance and Late Assignment Policy</u>:
- Class attendance is recorded by completion of weekly assignments and activities.
  Logging into Canvas and accessing the course is not counted as attendance.
- Except for the final project, all assignments are allowed to be submitted late; there is a 5% late point deduction for each day late with a maximum deduction of 40%.
- Contact the instructor in advance if you are unable to meet a deadline to determine if an alternate schedule can be considered.
  Excused absences include:

a. Hospitalization
b. Death in the family
c. Personal illness or illness in immediate family
d. Military leave
e. Travel for employment

V.   Course Expectations:

- All students are expected to demonstrate professional behavior and use language appropriate for the learning experience, both written and orally.
- For online classes, students are required to have access to an internet connection and a laptop or desktop computer. Chromebooks are not adequate for this course.
  MacBooks are acceptable, however, there may be some assignments that can only be completed on a Windows computer.
  The college provides free computer labs - https://ncstatecollege.edu/student-services/computer-labs/
  and loaner laptops - https://ncstatecollege.edu/advocacy-and-resources/ - select Technology Resources

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 Problem-based project Beginning of term
2. Summarize Data using Functions, Filters, Tables and Summary Sheets	Skill exam Problem-based project Beginning of term
3. Analyze Data with Pie Charts, Line Charts, and What-If Analysis Tools	Skill exam Problem-based project Middle of term
4. Validate Data and Audit Worksheets	Skill exam Problem-based project Middle of term
5. Manage Large Workbooks Using Advanced Sorting and Filtering	Skill exam Problem-based project End of term
6. Create and Format Charts, Diagrams, and Templates	Skill exam Problem-based project End of term

M.   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

N.   College Procedures/Policies:

North Central State College believes that every student is a valued and equal member of the community.* Every student brings different experiences to the College, and all are important in enriching academic life and developing greater understanding and appreciation of one another. Therefore, NC State College creates an inclusive culture in which students feel comfortable sharing their experiences. Discrimination and prejudice have no place on the campus, and the College takes any complaint in this regard seriously. Students encountering aspects of the instruction that result in barriers to their sense of being included and respected should contact the instructor, assistant dean, or dean without fear of reprisal.

*   *Inclusive of race, color, religion, gender, gender identity or expression, national origin (ancestry), military status (past, present or future), disability, age (40 years or older), status as a parent during pregnancy and immediately after the birth of a child, status as a parent of a young child, status as a foster parent, genetic information, or sexual orientation*

Important information regarding College Procedures and Policies can be found on the syllabus supplement located at
https://ncstatecollege.edu/documents/President/PoliciesProcedures/PolicyManual/Final%20PDFs/14-081b.pdf