North Central State College

MASTER SYLLABUS	2026-2027

A. Academic Division: Engineering Technology, Business & Criminal Justice Division

B. Discipline: Computer Information Systems

C. Course Number and Title: CISS1220 Microsoft Excel

D. Assistant Dean: Brooke Miller, M.B.A.

E. Credit Hours: 2
Lecture: 1 hour
Laboratory: 2 hours

F. Prerequisites: None.

G. Last Course/Curriculum Revision Date: Fall 2026 Origin date: 05/11/2011

H. Textbook(s) Title:

MyLab IT with Pearson eText Access Code for GO! Microsoft 365: 2025 Edition

- Author: Gaskin, Vargas
- Year: 2025
- Edition: 2025
- Bookstore Code: 9780135418673

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 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	Average
67–69	D+	1.33	Below Average
63-66	D	1.00	Below Average
60-62	D-	0.67	Below Average
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

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:	Section 920A: Fall 2026 – A Section 921A: Fall 2026 - A	**Start / End Date:**	Section 920A: 8/17/2026 – 10/9/2026 Section 921A: 8/17/2026 – 10/9/2026

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 by appointment or Online via Zoom – Zoom link: https://ncsc.zoom.us/j/81373892244?pwd=DpXBxPAXWHJg62dlmdpmTh7aD4cC2p.1	**Office Hours:**	Mon & Thu 12:30-3:00 pm online (Zoom) or whatever day/time is convenient for you please contact me to schedule by sending a message in Canvas or email cmorrison@ncstatecollege.edu

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

Week	Topic	Assignment	Section 921 Session A 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 Videos & Simulated Trainings Chapter 1 Application Projects	8/20/26 8/24/26

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 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	Chapter 2 Videos & Simulated Trainings Chapter 2 Application Projects	8/27/26 8/31/26
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 Videos & Simulated Trainings Chapter 3 Application Projects	9/3/26 Holiday 9/7/26 9/10/26
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 Videos & Simulated Trainings Chapter 4 Application Projects	9/14/26 9/17/26
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 Videos & Simulated Trainings Chapter 5 Application Projects	9/21/26 9/24/26
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 Videos & Simulated Trainings Chapter 6 Application Projects	9/28/26 10/1/26
Week 8		Final Project Capstone Project	10/5/26 10/8/26

II. Grading and Testing Guidelines:

Activity	Qty	Points	Percentage
Training Exercises	12	144	40%

Application Projects	13	1300	50%
Final Project	1	100	10%

- Grading scale is the college grading scale:

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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. Examination Policy:

- Projects, which are your "exams" for this course, 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/
- Section IV below explains the late policy.

Assignment Policy:

- Microsoft Office software is required and is provided to students for FREE https://ncstatecollege.edu/student-software-applications/
- 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.
- Section IV below explains the late policy.
- 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. Course Attendance and Late Assignment Policy:

- **Attendance**
  Attendance in this course is measured by the **completion of weekly assignments and activities**. Simply logging into Canvas or viewing course materials does **not** count as attendance.
- **Late Assignments**
  To support consistent learning, time management, and professional responsibility, the following late-work policy applies:
  - Late submissions are accepted **up to one week after the due date only**.
  - Assignments submitted late will receive a **20% point deduction**.
  - Assignments submitted **more than one week late will not be accepted**.
  - **No late assignments are accepted after the last day of the term**.
  - Assignments due during **finals week are final** and must be submitted by the posted deadline.

- **Extenuating Circumstances**
  Students experiencing extenuating circumstances are encouraged to **contact the instructor as soon as possible** to discuss potential accommodations. In some cases, **advance notice may be required**.
  - Approval of late or make-up work is **not guaranteed** and is determined at the instructor's discretion.
  - Requests that do not align with this policy may be denied.
- **Faculty and Administrative Support**
  This policy is supported by the **Business and Accounting Faculty, Dean and Assistant Dean**, who expect students to communicate promptly with their instructor when emergencies arise. This expectation reflects professional workplace standards, where timely communication is required if deadlines or responsibilities cannot be met.
- **Advance Communication**
  Students who anticipate difficulty meeting a deadline should **contact the instructor in advance** to determine whether an alternate schedule may be considered.
- **Excused Absences**
  Excused absences include the following circumstances:
  - Hospitalization
  - Death in the family
  - Personal illness or illness of an immediate family member
  - Military leave
  - Employment-related travel

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