North Central State College

| MASTER SYLLABUS | 2026-2027 |
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A. Academic Division: Engineering Technology, Business & Criminal Justice Division

B. Discipline: Computer Information Systems

C. Course Number and Title: CISS1280 Microsoft Excel Advanced

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

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

F. Prerequisites: CISS1220

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 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<br>Problem-based project<br>Beginning of term |
| 2. Evaluate business solutions using Moving Average, Break-Even Point, Solver, Scenarios, and Complex formulas. | Skill exam<br>Problem-based project<br>Beginning of term |
| 3. Automate complex and repetitive tasks using Macros | Skill exam<br>Problem-based project<br>Middle of term |
| 4. Manage external data using import, queries and database functions | Skill exam<br>Problem-based project<br>End of term |
| 5. Collaborate with Others using Shared Workbooks and Cloud Storage | Skill exam<br>Problem-based project<br>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**

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|---|---|---|---|
| **Academic Division:** | Engineering Technology, Business & Criminal Justice Division | **Discipline:** | Computer Information Systems |
| **Course Coordinator:** | Carmen Morrison | | |
| **Course Number:** | CISS1280 | **Course Title:** | Microsoft Excel Advanced |
| **Semester / Session:** | Fall 2026 - B | **Start / End Date:** | 10/19/26 – 12/11/26 |

**Instructor Information**

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|---|---|---|---|
| **Name:** | Carmen Morrison | **Credentials:** | M.S., Management in Information Systems - Strategy and Technology<br>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 |

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

| Week | Topic | Assignment | Due Date |
|---|---|---|---|
| Weeks 1,2 | **Chapter 7 Use Financial and Lookup Functions, Define Names, Validate Data, and Audit Worksheets**<br>Chapter 7-A Calculate loan options and create a loan amortization schedule.<br>1.Use Financial Functions<br>2.Use Goal Seek<br>3.Create a Data Table<br>4.Use Defined Names in a Formula<br>Chapter 7-B Automate workbooks to look up information automatically and to validate data. Audit workbook formulas to locate and correct errors.<br>5.Use Lookup Functions<br>6.Validate Data<br>7.Audit Worksheet Formulas<br>8.Use the Watch Window to Monitor Cell Values<br>9.Use the MATCH and INDEX Functions | Chapter 7 Videos<br><br>Chapter 7 Simulated Trainings<br><br>Chapter 7 Application Projects | 10/22/26<br><br>10/26/26<br><br>10/29/26 |

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| Weeks 3,4 | **Chapter 8 Using the Data Analysis, Solver, and Scenario Features, and Building Complex Formulas**<br>Chapter 8-A Analyze sales data to evaluate business solutions and compare data with a line chart.<br>1.Calculate a Moving Average<br>2.Project Income and Expenses<br>3.Determine a Break-Even Point<br>Chapter 8-B Use the Solver and Scenario tools, and create complex formulas.<br>4.Use Solver<br>5.Create Scenarios<br>6.Use Logical Functions<br>7.Create Complex Formulas | Chapter 8 Videos<br><br>Chapter 8 Simulated Trainings<br><br>Chapter 8 Application Projects | 11/2/26<br><br>11/5/26<br><br>11/9/26 |
| Weeks 5, 6 | **Chapter 9 Using Macros and Visual Basic for Applications**<br>Chapter 9-A Record a macro to automate complex and repetitive tasks.<br>1.Record a Macro<br>2.Assign a Macro to a Button on the Quick Access Toolbar<br>3.Modify a Macro<br>Chapter 9-B Ensure accuracy and automate instructions using VBA commands and ActiveX Controls.<br>4.Write a VBA Procedure to Use an ActiveX Control<br>5.Restore Initial Settings | Chapter 9 Videos<br><br>Chapter 9 Simulated Trainings<br><br>Chapter 9 Application Projects | 11/12/26<br><br>11/16,19/26<br><br>11/23/26 |
| Weeks 6,7 | **Chapter 10 External Data, Database Functions, Side-by-Side Tables, and Workbook Distribution and Collaboration**<br>Chapter 10-A Import and manage external data and use database functions in Excel.<br>1.Get External Data into Excel<br>2.Clean Up and Manage Imported Data<br>3.Use Database Functions<br>Chapter 10-B Create a side-by-side table with conditional formatting and customized headers and footers, and then prepare a workbook for sharing and collaboration.<br>4.Insert a Second Table into a Worksheet<br>5.Apply Conditional Formatting to Side-by-Side Tables<br>6.Create Custom Headers and Footers<br>7.Inspect a Workbook<br>8.Use Co-Authoring and Prepare a Final Workbook for Distribution | Chapter 10 Videos<br><br>Chapter 10 Simulated Trainings<br><br>Chapter 10 Application Projects | 11/30/26<br><br>11/30/26<br><br>12/3/26 |

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| Week 7 | | Final Project | 12/7/26 |
| Week 8 | Microsoft Excel & Artificial Intelligence | Training | 12/10/26 |

## II. Grading and Testing Guidelines:

| Activity | Qty | Points | Percentage |
|---|---|---|---|
| Videos | 4 | 76 | 40% |
| Training Exercises | 8 | 68 | |
| Application Projects | 8 | 800 | 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 |
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| 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 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.
- 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 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.

This policy is supported by the 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