



North Central State College

MASTER SYLLABUS

2025-2026

- A. Academic Division: Engineering Technology, Business & Criminal Justice Division
- B. Discipline: Computer Information Systems
- C. Course Number and Title: CISS1290 Microsoft Office Business Intelligence
- D. Assistant Dean: Brooke Miller, M.B.A.
- E. Credit Hours: 2
Lecture: 1 hour
Laboratory: 2 hours
- F. Prerequisites: CISS1280 c
- G. Last Course/Curriculum Revision Date: Fall 2025 Origin date: 12/06/2018
- H. Textbook(s) Title:
- *Complete Guide to Power BI for Data Analysts by Microsoft Press*
Free LinkedIn source – instructor to provide a link to students via Canvas
- 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	
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 Microsoft Excel Power BI	Quiz, Hands-on application projects Beginning of term
2. Create data models	Quiz, Hands-on application projects Beginning of term
3. Import data from a .CSV file, SQL Server database, report	Quiz, Hands-on application projects Middle of term
4. Explore DAX (Data analysis expressions) functions	Quiz, Hands-on application projects Middle of term
5. Create data visualizations	Quiz, Hands-on application projects 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>



North Central State College
SYLLABUS ADDENDUM

Academic Division: <u>Engineering Technology, Business & Criminal Justice Division</u>	Discipline: <u>COMPUTER INFORMATION SYSTEMS</u>
Course Coordinator: <u>Carmen Morrison</u>	
Course Number: <u>CISS1290</u>	Course Title: <u>MICROSOFT EXCEL BUSINESS INTELLIGENCE</u>
Semester / Session: <u>Spring 2026 – B</u>	Start / End Date: <u>3/16/2026 – 5/8/2026</u>

Instructor Information

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

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

Week	Topic	Assignment	Due Date
Week 1	Data Analysis Tools	Discussion: AI Research on Data Analysis Tools and Industry Use	3/19
Week 2	Load Data into Power BI	Get Data Quiz & Lab	3/23
	Report with Visualizations	Report with Visualizations Quiz & Lab	3/26
Week 3	Print Report & Create Presentation	Print Report & Create Presentation Quiz & Lab	3/30
	Create Dashboards	Create Dashboard Quiz & Lab	4/2
Week 4	Share Reports & Dashboard	Share Reports & Dashboard Quiz & Lab	4/6
	Power BI Mobile App	Power BI Mobile App Quiz & Lab	4/9
Week 5	Power BI Desktop Model Data	Power BI Desktop Model Data Quiz & Lab	4/13
		Certificate of Completion	4/13
	Power BI Desktop Intro & Data	Power BI Desktop Data Lab	4/16

Week 6	Transform Data with Power Query Editor	Transform Data with Power Query Editor Lab	4/20
	Combine, Append & Merge Data	Combine, Append & Merge Data Lab	4/23
Week 7	Create a Report with Visualizations	Create a Report with Visualizations Lab	4/27
Week 8	Share Your Work	Share Your Work Lab Certificate of Completion	4/30
Week 9		Final Project	5/4

II. Grading and Testing Guidelines:

CISS1290 MICROSOFT EXCEL BUSINESS INTELLIGENCE			
Activity	Scoring	Points	% of Total
Discussions	1 x 100 points each	100	5%
Certificates	2 x 100 points each	200	10%
Power BI Assignments	12 x 100 points each	1200	75%
Final Project	1 x 100 points each	100	10%
	Total =	1600	100%

- Grading scale is the college grading scale:

NUMERIC	GRADE	POINTS	DEFINITION
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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:

- In this course, the Power BI Certificates serve as the summative assessments.

Assignment Policy:

- Assignments are due before midnight every Monday and Thursday.
- It is recommended to not wait until Monday and 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.

- 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:

- Class attendance is recorded by completion of weekly assignments and activities. Logging into Canvas and accessing the course is not counted as attendance.
- 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.

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