Bossier Parish Community College  
Master Syllabus

**Course Prefix and Number:** CIS 207  
**Credit Hours:** 3-3-0

**Course Title:** Advanced Microsoft Excel  

**Course Prerequisites:** CIS 100 or CIS 105


**Course Description:** An in-depth exposure to spreadsheet design using Microsoft Excel. The course includes how to plan, define, create, and modify spreadsheets. Practical applications of integration of other documents will also be explored in depth. The Microsoft Office Excel 2016 certification exam is optional at the conclusion of the course.

**Learning Outcomes:**  
At the end of this course, the student will:

A. create and manage worksheets and workbooks;  
B. create tables;  
C. apply formulas and functions; and  
D. utilize charts and objects.

To achieve the learning outcomes, the student will or will be able to:  
(The letter designations at the end of each statement refer to the learning outcome(s).)  
1. create worksheets and workbooks; (A)  
2. apply formatting to cells and worksheets; (A)  
3. create and format tables; (B)  
4. utilize tables to analyze data; (B)  
5. calculate solutions for mathematical problems using formulas and functions; (C)  
6. utilize conditional logic in functions; (C)  
7. create charts and objects; (D) and  
8. apply advanced chart formatting. (D)

**Course Requirements:**  
1. Achieve a course average of 70% or above.  
2. Each student is expected to attend class regularly; excessive unexcused absences constitute grounds for suspension (refer to the student handbook for attendance policies).  
3. Students must have access to a Windows computer, Microsoft Office 2016, and the Internet to complete the assignments. Computer, software, and the Internet are available to students on campus during scheduled computer lab times and in the Learning Commons located in the BPCC Library.

Revised: 04/03/2017
Course Grading Scale:
   A = 89.5% - 100%
   B = 79.5% - 89.4%
   C = 69.5% - 79.4%
   D = 59.5% - 69.4%
   F = 0.0% - 59.4%

Attendance Policy: The college attendance policy is available at http://www.bpcc.edu/catalog/current/academicpolicies.html

Course Fees: N/A

Nondiscrimination Statement: Bossier Parish Community College does not discriminate on the basis of race, color, national origin, gender, age, religion, qualified disability, marital status, veteran's status, or sexual orientation in admission to its programs, services, or activities, in access to them, in treatment of individuals, or in any aspect of its operations. Bossier Parish Community College does not discriminate in its hiring or employment practices.

Title VI, Section 504, and ADA Coordinator
Sarah Culpepper, Coordinator
Disability Services, D-110
6220 East Texas Street
Bossier City, LA 71111
Phone: 318-678-6539
Email: sculpepper@bpcc.edu
Hours: 8:00 a.m.-4:30 p.m. Monday - Friday, excluding holidays and weekends.

Equity/Compliance Coordinator
Teri Bashara, Director of Human Resources
Human Resources Office, A-105
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Bossier City, LA 71111
Phone: 318-678-6056
Hours: 8:00 a.m.-4:30 p.m. Monday - Friday, excluding holidays and weekends.