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

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