Eastern WV Community & Technical College
Master Course Record

Course Prefix and Number: CIS 119
Course Title: Spreadsheet Software
Recommended Transcript Title: Spreadsheet Software
Date Approved/Revised: 11/3/06; 8/5/15; 3/26/18

Credit Hours: 3
 Contact hours per week (Based on 15 week term):
     Lecture: 3
     Lab:

Prerequisite: **Corequisite:**   **Pre/Corequisite:**
Grading Mode: Letter Grade
Catalog Description: This course provides working knowledge of spreadsheet software through the utilization of a current application package. Emphasis will be placed on designing a variety of worksheets, preparing graphs, working with database query, macro writing and menu techniques.
Course Outcomes: 1. Create a Workbook and Insert Data in Worksheets   2. Format Workbook Text and Data   3. Calculate Data with Formulas and Functions   4. Analyze and Chart Financial Data   5. Create PivotTables, and PivotCharts   6. Manage Multiple Worksheets and Workbooks   7. Develop an Excel Application   8. Work with Advanced Functions   9. Explore Financial Tools and Functions   10. Perform What- If Analyses   11. Connect to External Data   **12.** Collaborate on a Shared Workbook
Implementation Cycle: Fall and Spring

Role in College Curriculum: (Check all that apply)
   General Education Core (Specify category)
 X Technical Core: ACC AAS, ACC CAS, BOS AAS, BOS CAS, Computer Applications Specialist CAS, and BUS AAS
 X Restricted Elective: BUS CAS and
 X General Elective
   Workforce Education
   Other (Please specify)

Course Fee: None

Instructor's Qualifications: Bachelor's degree in business or information technology with two years of related work experience, or master's degree with 18 graduate level credits in business or information technology.
Expanded Course Description: This course will consist of lectures and hands-on application. It provides a working knowledge of a commercial spreadsheet package.

Prepared by: Seyed Mirkhani, Division Chair for Business, Computer and Information Technology
Reviewed/Revised by: Shirley Murphy, Business Faculty, 11/10/15
             Shirley Murphy, Business Faculty, 02/15/18

Approved Per LOT Minutes

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Dean of Teaching and Learning   Date