

**NorthWest Arkansas Community College  
Business and Computer Information Course Outline**

***CISM 1503 SPREADSHEET ANALYSIS – EXCEL (F,S,SUM on demand)***

***Catalog Description***

Advanced utilization of Windows-based spreadsheet software used in the production of business-related spreadsheets using financial and mathematical functions. Emphasis will be given to the development and manipulation of complex functions and function sets to achieve the desired goal.

***Prerequisites***

CISQ 1103 Introduction to Computer Information  
CISM 1303 Operating Systems

***Target Audience***

This course is for students seeking an AAS degree in Computer Information and is also applicable to students seeking self-improvement.

***Credit Hours: 3***

***General Course Objectives***

Knowledge:

- Demonstrate competence of microcomputer concepts using spreadsheet software.
- Design, create, update, and maintain workbooks and worksheets.

Critical Thinking:

- Analyze problems, create appropriate spreadsheets and evaluate the output.

Academic Skills:

- Basic math and Algebra

Cultural Awareness:

- Appreciate the ability to organize, manipulate, and modify data for selected solutions.

***Required Text***

*New Perspectives on Microsoft EXCEL 2003: Comprehensive, 2<sup>nd</sup> Ed.*, Parsons, Oja, Ageloff and Carey.  
Publisher: TL/Course Technology: 2006. ISBN 0-619-26815-8.

***Topics Covered (Chapters 1 thru 10)***

Maintaining a Workbook	Pivot Tables
Manipulating Spreadsheets	Protection of Data
Basic Charts	Creating Basic Formulas
Advanced Charts	Creating Complex Formulas
Manipulating Lists	Integrating Spreadsheets with Web and Other Programs
Sorting Data	Basic Macros
Searching Data	